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UNITED STATES GOVERNMENT  
PRINTING OFFICE

**STYLE MANUAL**  
(ABRIDGED)



JANUARY 1959

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UNITED STATES GOVERNMENT  
PRINTING OFFICE  
**STYLE MANUAL**  
(ABRIDGED)

ISSUED BY THE PUBLIC PRINTER  
UNDER AUTHORITY OF SECTION 51 OF AN ACT  
OF CONGRESS APPROVED JANUARY 12, 1895

REVISED EDITION  
JANUARY 1959



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GOVERNMENT PRINTING OFFICE  
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UNDER DIRECTION OF THE PUBLIC PRINTER

JAMES L. HARRISON

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APPROVED BY  
THE JOINT COMMITTEE  
ON PRINTING



CONGRESS OF THE UNITED STATES,  
JOINT COMMITTEE ON PRINTING,  
*Washington, November 14, 1958.*

DEAR SIR: Receipt is acknowledged of the proof pages of the Government Printing Office STYLE MANUAL for inspection and approval.

The STYLE MANUAL as compiled and submitted is approved by the Joint Committee on Printing.

Respectfully,

CARL HAYDEN,  
*Chairman.*

To the PUBLIC PRINTER,  
Government Printing Office.

# EXTRACT FROM THE PUBLIC PRINTING LAW

OF JANUARY 12, 1895



SECTION 51. THE FORMS AND STYLE IN WHICH THE PRINTING OR BINDING ORDERED BY ANY OF THE DEPARTMENTS SHALL BE EXECUTED, AND THE MATERIAL AND THE SIZE OF TYPE TO BE USED, SHALL BE DETERMINED BY THE PUBLIC PRINTER, HAVING PROPER REGARD TO ECONOMY, WORKMANSHIP, AND THE PURPOSES FOR WHICH THE WORK IS NEEDED (U.S.C., TITLE 44, SEC. 216).

## PREFACE

By act of Congress the Public Printer is authorized to determine the form and style of Government printing. The **STYLE MANUAL** is the product of many years of public printing experience, and its rules are based on principles of good usage and custom in the printing trade. In addition, the **MANUAL** attempts to keep abreast of and sometimes anticipate changes in orthography, grammar, and type production. It has grown with Government and the ever-expanding body of language with new terms and expressions.

Essentially, it is a standardization device designed to achieve uniform word and type treatment, and aiming for economy of word use. Such rules as are laid down for the submission of copy to the GPO point to the most economical manner for the preparation and typesetting of manuscript. Following such rules eliminates the need of additional chargeable processing by the GPO.

It should be remembered that the **MANUAL** is primarily a GPO printers stylebook. Easy rules of grammar cannot be prescribed, for it is assumed that editors are versed in correct expression. As a printers book, it necessarily uses terms which are obvious to those skilled in the graphic arts. A glossary of such printing terms to be complete would unnecessarily burden the **MANUAL**. (See bibliography on pp. 2-3.)

Its rules cannot be regarded as rigid, for the printed word assumes many shapes and variations in type presentation. An effort has been made to provide complete coverage of those elements which enter into the translation of manuscript into type.



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# IDEAL COPY FOR PRINTER

Below is an example of a manuscript page showing double-spaced copy, copy preparation, type size and line width, leading, initial and display type marked, and proper placement of footnote. Page is complete and requires no copycutting. Tabular matter and illustrations should be submitted on separate sheets. (See rules 1.2, 1.5, 1.6, p. 1; 2.1, p. 7.)

10 pt

new odd page

2 line  
case 867  
initial

26½ pi F. I. C. Leaded

5-pica pink

CHAPTER 2 case 865 C+lc ctr

AUTHOR'S ALTERATIONS COST MONEY AND CAUSE DELAY

21

Case 865 capctr

Case 862

□ It is very tempting to make alterations to proofs. You can delete a word here . . . change a phrase there . . . put a comma somewhere else: there seems nothing to it!

In fact, each alteration or addition means laborious and therefore costly work for the printer. \*\* Every single letter and punctuation mark and space in a proof is represented by a tiny piece of metal called "type" or it may be a solid line of type (Linotype), which will be reset. Each correction may produce further errors. In addition, every time the <sup>a</sup>form has to be unlocked there is always the possibility that ~~the~~ <sup>of</sup> pieces of type will slip out of position and cause misprints. \*\*

3 Leads  
Expensive afterthoughts/ Case 8 6 2 F. I. Left

2 Leads

¶ Every alteration made in a proof means higher printing costs. No less important, they mean a delay which may result in postponement of publication date.

Author's alterations should be kept to the absolute minimum: printers' proofs are intended for checking, not for alteration.

It has been said that authors would dispense with most of their alterations if they had to pay on the spot for making them.

Most of the alterations made on proofs are avoidable because they <sup>should</sup> ~~could~~ have been made on the <sup>manuscript</sup> ~~typeset~~ before typesetting began. Too often an author thinks "Oh! never mind, I can always alter it on the proof." This attitude is disastrous—it leads straight to extra costs. Even the simplest <sup>change</sup> ~~amendment~~, so easy to make on a proof, is <sup>#</sup> time-wasting and costly to carry out. \*\*

Manuscript preparation should follow this Style Manual. C+lc

6 pt. footnote

JOHN DOE, □  
Printing Superintendent. □

Reprinted by courtesy of the British Federation of Master Printers, in collaboration with the Publishers Association.



## 1. SUGGESTIONS TO AUTHORS AND EDITORS

1.1. This **STYLE MANUAL** is intended to facilitate Government printing. Careful observance of the following suggestions will aid in expediting publication and in reducing printing expenditures.

1.2. Copy must be carefully edited in accordance with the style laid down herein before being sent to the Government Printing Office. Changes on proofs add greatly to the expense and delay the work.

1.3. Legible copy, not faint carbon copies, must be furnished. This is essential in foreign-language copy and in copy containing figures.

1.4. Copy should be sent flat, with the sheets numbered consecutively, and typewritten on one side of the paper only. If both sides of reprint copy are to be used, a duplicate must be furnished.

1.5. To avoid mutilation of copy, each page should begin with a paragraph.

1.6. Tabular matter and illustrations should be on sheets separate from the text, as each is handled separately during typesetting.

1.7. Proper names, signatures, figures, foreign words, and technical terms should be written plainly.

1.8. Manuscript and typewritten copy in a foreign language should be marked accurately as to capitalization, punctuation, accents, etc.

1.9. Footnote reference marks in text and tables should be arranged consecutively from left to right across each page.

1.10. Photographs, drawings, etc., for illustrations should accompany the manuscript, each bearing the name of the publication in which it is to be inserted and the figure or plate number. The proper place for each text figure should be indicated on the copy by inserting its number and title.

1.11. A requisition for work containing illustrations must be accompanied by a letter certifying that the illustrations are necessary and relate entirely to the transaction of public business (U.S.C., title 44, sec. 118). The total number of illustrations and the processes of reproduction desired should also be indicated. Instructions should be given on the margin of each illustration if enlargement or reduction is necessary.

1.12. If a publication is composed of several parts, a scheme of the desired arrangement must accompany the first installment of copy.

1.13. Samples should be furnished if possible. They should be plainly marked, showing the desired type, size of type page, illustrations if any, paper, trim, lettering, or binding; but they will not be considered as style for typesetting if they conflict with the rules in this **STYLE MANUAL**.

1.14. To expedite work production, avoid use of limited-equipment typefaces on text composition wherever possible. Special typefaces (usually faces other than Modern roman) with few fonts delay typesetting production. Refer to **GPO Specimens of Type Faces** (p. 2) to determine extent of type supply.

1.15. In looseleaf or perforated-on-fold work, indicate folio sequence, including blank pages, by circling in "blue." Begin with first page of text (title). Do not folio separate covers and/or dividers.

1.16. Indicate on copy if separate or self cover. When reverse printing in whole or in part is required, indicate if solid or in tone.

1.17. Avoid use of oversize fold-ins wherever possible. This can be done by splitting a would-be fold-in and arranging the material to appear as facing pages in the text. Where fold-ins are numerous and cannot be split, consideration should be given to folding and inserting these into an envelope pasted to inside back cover.

1.18. Every effort should be made to keep complete jobs of over 4 pages to signatures (folded units) of 8, 12, 16, 24, or 32 pages. Over two blank pages at end should be avoided where possible.

1.19. Indicate alternate choice of paper on requisition. Wherever possible, confine choice of paper to general use items carried in inventory as shown in GPO Paper Catalog.

1.20. When nonstandard trim sizes and/or type areas are used, indicate head and back margins desired. Otherwise, GPO will determine margins. The GPO Letterpress and Offset Printing Standards (also included in GPO Layouts for Imposition) are to be followed wherever possible. (See "Imposition," p. 15.)

1.21. Avoid "bleed" cuts wherever possible.

1.22. On return of galley proofs for page makeup, departments should submit copy for running heads and numbering sequence of folios, including preliminary pages.

1.23. All corrections should be made on first proofs submitted, as later proofs are intended for verification only. All corrections must be indicated on the "R" set of proofs, and only that set should be returned to the Government Printing Office.

1.24. Corrections should be marked on the margins of a proof opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered.

1.25. The following related Government Printing Office and departmental publications are available from the Superintendent of Documents, Washington 25, D.C.:

Word Division, a supplement to Government Printing Office Style Manual, sixth edition (1962), 192 pages.

Basic rules for division of words; division into syllables of about 20,000 words.

Specimens of Type Faces in the U.S. Government Printing Office (revised edition in preparation).

Specimens of typefaces for Government editors, printers, and authors; varieties and sizes available; special signs, ornaments, and characters; and rules and borders. Includes Fotosetter typefaces.

Typography and Design, apprentice training series (intermediate period), 187 pages.

Twenty-four lectures, with questions for study and discussion, books for reading, and suggested projects.

Theory and Practice of Composition, apprentice training series (orientation period), 254 pages.

Forty lectures on type composition, with questions for study and discussion, books for supplementary reading, suggested projects, and a glossary.



Theory and Practice of Presswork, apprentice training series (orientation period), 248 pages.

Forty lectures, with questions for study and discussion, books for supplementary reading, and suggested projects.

Theory and Practice of Bookbinding, apprentice training series (orientation period), 246 pages.

Forty lectures, with questions for study and discussion, books for supplementary reading, and suggested projects.

Layouts for Flat-Bed, Rotary, and Web Press Imposition, 202 pages. Illustrated.

Most frequently used layouts of faceup impositions; types of folds; and a signature-size chart, with index.

U.S. Government Correspondence Manual.

Designed to standardize Government correspondence for uniform format, styles of addresses, salutations, and closings. Prepared by Government Inter-departmental Committee.

Bureau of the Census Manual of Tabular Presentation, 266 pages.

An outline of theory and practice in the presentation of statistical data in tables for publications.

Printer 1 & C, Navy Training Courses, NavPers 10458, 650 pages. Illustrated.

Describes various printing processes, including Linotype, coldtype composition, press, and bindery operations. Discusses typography, layout, and copy preparation. In addition, an explanation of engraving and lithographic processes. A glossary of graphics arts terms is included.

Lithographer 3 & 2, volume 1, Navy Training Courses, NavPers 10452, 584 pages. Illustrated.

Offers a brief history of lithography. Discusses copy preparation, photographic equipment and processing. Also describes stripping, plate graining, and platemaking operations, with a glossary of terms used.

Lithographer 3 & 2, volume 2, Navy Training Courses, NavPers 10453, 608 pages. Illustrated.

This volume continues the subject, with emphasis on operation and maintenance of letter and offset presses, in addition to folding machines. Glossary.

Lithographer 1 & C, Navy Training Courses, NavPers 10454, 336 pages.

Extends discussion of lithography covered in the two volumes above. Further treatment of copy preparation, dummies, camera work, platemaking, presswork and inks, and photoengraving. Glossary.

Guide for Preparation of Air Force Publications, AF Manual 5-1, 171 pages. Illustrated.

Offers suggestions on writing. Describes graphic arts procedures, in addition to artwork preparation, pasteup, reproduction, etc.

Guide for Air Force Writing, AF Manual 11-3, 133 pages.

The U.S. Air Force Dictionary, 578 pages.

Journalist 3 & 2, Navy Training Courses, NavPers 10294, 201 pages. Illustrated.

Manual covers news writing and photography, copy editing, printing, and radio and television. A glossary of journalism, radio, and printing terms is included.

Plain Letters, National Archives and Records Service, General Services Administration, 47 pages.

Directed at those who write and sign letters. Offers writing shortcuts and how to avoid clichés in writing.

Form Letters, National Archives and Records Service, General Services Administration, 33 pages.

Basic elements of form-letter design. Describes use of form letters to replace formal correspondence.

1.26. Corrections in proofs read by authors or department readers must be indicated as follows:

⊙	Period.
,	Comma.
=	Hyphen.
:	Colon.
;	Semicolon.
'	Apostrophe.
"	Quotations.
□	Em quadrat.
$\frac{1}{m}$	One-em dash.
$\frac{2}{m}$	Two-em parallel dash.
∩	Push down space.
○	Close up.
✓	Less space.
^	Caret—left out, insert.
9	Turn to proper position.
#	Insert space.
⌊ or ⌋	Move to left or to right.
⌈ or ⌋	Move up or move down.
tr	Transpose.
— or stat.	Let it stand.
8	Dele—take out.
⊗	Broken letter.
¶	Paragraph.
no ¶	No paragraph.
wf	Wrong font.
vy or eq: #	Equalize spacing.
≡ or caps.	Capitals.
= or s. c.	Small capitals.
lc.	Lowercase.
² or ¹	Superior or inferior.
— or ital.	Italic.
rom.	Roman.
⌈ ⌋	Brackets.
( / )	Parentheses.

## TYPOGRAPHICAL ERRORS

6: pt. ital. caps

S.C. It does not appear that the earliest printers had any method of correcting errors before the form was on the press. The learned The learned correctors of the first two centuries of printing were not proofreaders in our sense; they were rather what we should term office editors. Their labors were chiefly to see that the proof corresponded to the copy, but that the printed page was correct in its latinity; ~~that the words were there~~ and that the sense was right. They cared but little about orthography, bad letters, or purely printer's errors, and when the text seemed to them wrong they consulted fresh authorities or altered it on their own responsibility. Good proofs in the modern sense, were ~~not~~ possible until professional readers were employed men who had first a printer's education, and then spent many years in the correction of proof. The orthography of English, which for the past century has undergone little change, was very fluctuating until after the publication of Johnson's Dictionary, and capitals, which have been used with considerable regularity for the past 80 years, were previously used on the ~~miss for hi~~ plan. The approach to regularity, so far as we have may be attributed to the growth of a class of professional proofreaders, and it is to them that we owe the correctness of modern printing. More errors have been found in the Bible than in any other one work. For many generations it was frequently the case that Bibles were brought out stealthily, from fear of government interference. They were frequently printed from imperfect texts, and were often modified to meet the views of those who published them. The story is related that a certain woman in Germany, ~~who was~~ the wife of a printer, and had become disgusted with the continual assertions of the superiority of man over woman which she had heard, hurried into the composing room while her husband was at supper and altered a sentence in the Bible, which he was printing, so that it read Narr instead of Herr, thus making the verse read "And he shall be thy fool" instead of "And he shall be thy lord." The word not was omitted by Barker, the king's printer in England in 1632, in printing the seventh commandment. He was fined £3,000 on this account.

not #  
in  
i  
=  
of tr.  
it  
of r.  
of f. rom.  
wof.  
15/22  
a/2  
up

e  
12  
3/8  
stet.  
of tr.  
1/2  
tr.

1/2 wof  
of leads

← leads.

Out; see copy.

h  
lc./who

11/22  
15/22  
of  
over

4/2





## 2. GENERAL INSTRUCTIONS

### PREPARING COPY

2.1. The first duty of copy preparers is to mark those things which are not readily understood and to indicate headings, indentions, dashes, new pages, new odd pages, and other matters of style necessary to give the completed book a good typographic appearance. They must indicate point size and type series on copy, and whether matter is to be leaded or double leaded, etc.; verify folio numbers; and plainly indicate references, footnotes, cut-ins, etc. Unless otherwise marked: (1) Text matter will be set in 10-point solid and tables in 6-point solid (tables in leaded matter will also be set solid); (2) 9-unit figures will be used in tables when boldface is requested; (3) 2-point (hairline) rules will be used in tables.

2.2. Quoted or extract matter, and lists should be set 2 points smaller than text, and quotation marks at beginning and end of paragraphs should be omitted. If the same type size is used, quoted matter should be cut in 1 to 3 ems, depending on measure, and initial and closing quotes should be omitted; this does not apply to congressional work.

**“Follow,” “follow literally,” etc.**

2.3. To prevent confusion and delay and to insure economy in printing, all copy that bears no preparation by the requisitioning agency will be set in accordance with the rules laid down in this STYLE MANUAL, with which editors and compilers are expected to become familiar, except that in some classes of printing of a legal, technical, or historical nature it may be necessary to adhere strictly to the original text, and the requisitioning office may then properly mark such copy “Fol.” or “Fol. lit.”

2.4. Copy marked “Fol.” will be followed with respect to verbal expression, abbreviations, signs, symbols, figures, and italic, but not with respect to punctuation (including compounding) or capitalization. In “Fol.” matter any spelling (not including compounding) is permissible that has the sanction of any dictionary.

2.5. Copy authorized to be marked “Fol. lit.” must be thoroughly prepared by the requisitioning agency as to capitalization, punctuation (including compounding), abbreviations, signs, symbols, figures, and italic, and such copy, including even manifest errors, will be followed. “Fol. lit.” does not include size and style of type.

2.6. Follow the position of quotation marks in relation to other punctuation marks in matter marked “Fol. lit.” and “Fol., incl. caps and punc.” Abbreviations with points (as in U.S.C., U.S., r.p.m., i.e.) close up. Abbreviations also close up in “Fol. lit.” matter, unless prepared with spaces. (See rule 10.7, p. 149.)

2.7. Paragraph or section numbers (or letters) followed by figures or letters in parentheses will close up, as “section 7(B)(1)(a),” “paragraph 23(a),” “paragraph b(7),” “paragraph (a)(2)”; *but* section 9(1)(a) and (b); section 7 a and b. In case of an unavoidable break, division will be made after elements in parentheses, and no hyphen is used. However, if spaces are prepared in “Fol. lit.” matter, copy will be followed.

2.8. "Bill style" copy will follow the style of the Government Printing Office Bill Style Manual, which conforms to this **STYLE MANUAL** in many particulars, such as the use of figures in dates; sums of money; percentages; the numbers of articles, chapters, lines, pages, paragraphs, parts, sections, and volumes; the classification of vessels (A 1); and all other instances where *numbered* is used or implied. Punctuation as prepared must be followed.

2.9. It is not necessary to mark again anything that has been plainly indicated at the beginning of a sheet, as such preparation is to apply to the entire sheet; but on copy marked "Fol.," "Fol., incl. caps," or "Fol. lit.," the preparation must be carried throughout.

2.10. Copy ordered to be kept clean and returned intact must be marked as lightly as possible, so that erasures may be easily made.

2.11. Copy preparer's instructions, which accompany each job, are written to cover the general style and certain peculiarities or deviations from style. These instructions must be followed. The copy preparer must not deviate from the style laid down in this **STYLE MANUAL** unless authorized to do so by the Chief Copy Preparer.

### Abbreviations

2.12. In marking abbreviations to be spelled, preparers must show what the spelled form should be, unless the abbreviations are common and not susceptible of more than one construction. An unfamiliar abbreviation, with spelled-out form unavailable, is not changed.

### Capitalization

2.13. Unusual capital and lowercase letters must be indicated.

### Datelines, addresses, and signatures

2.14. Copy preparers must mark caps, small caps, italic, abbreviations, and indentions; also indicate line breaks where necessary.

### Decimals and common fractions

2.15. In figure columns containing decimals or common fractions, preparers must indicate at the top of each folio of a continued table the "clear" or space necessary to preserve proper alinement. The "clear" indicated for decimals does not include the bearoff.

### "Et cetera," "etc.," "and so forth"

2.16. In printing a speaker's language, the words *and so forth* or *et cetera* are used—not the abbreviation *etc.* If a quoted extract is set in type smaller than that of the preceding text and the speaker has summed up the remainder of the quotation with the words *and so forth* or *et cetera*, these words should be placed at the beginning of the next line, flush and lowercase, and an em dash should be used at the end of the extract.

### Folioing and stamping copy

2.17. Folio numbers should be placed in the upper right-hand corner, preferably half an inch from the top.

2.18. All other stamping—type size, measure, etc.—should be placed in the upper left-hand corner. On cards, any available space may be used.

2.19. Divided tables that have to be cut or that continue on more than one sheet of copy must be folioed down the first divide to the end of the table and continue on the next and following divides to the end. Parallel tables and pasters require only one folio number on each page of copy.

## Footnotes and reference marks

(For text, see rules 16.1–16.20, pp. 213–214; for tables, see rules 14.94–14.118, pp. 190–192.)

## Headings

2.20. The type to be used for all headings must be marked—case number or size of type, caps, caps and small caps, small caps, caps and lowercase, lowercase (first word and proper nouns capitalized), or italic. (See also rule 3.51, p. 29; Specimens of Type Faces in U.S. Government Printing Office, p. 2.)

## Pickup

2.21. The jacket number of a job from which matter is to be picked up must be indicated. New matter should conform in style to that of the pickup.

## Sidenotes and cut-in notes

2.22. Sidenotes and cut-in notes are set each line flush on left and ragged on right, unless otherwise prepared, and are always set solid. Sidenotes are usually set in 6 point, 4½ picas wide.

SEC. 920. Abuse of the rule. An alleged violation of the rule relating to admission to the floor presents a question of privilege (III, 2624, 2625; VI, 579), but not a higher question of privilege than an election case (III, 2626). In one case where an ex-Member was abusing the privilege \* \* \*.

2.23. The measure allowed for a cut-in note is 6 picas, unless otherwise marked, and the note bears off from the text—above, below, and at the side—not less than an em of the text type. A cut-in note begins on the third line of the paragraph if the length of the paragraph permits.

SEC. 920. Abuse of the rule. An alleged violation of the rule relating to admission to the floor presents a question of privilege (III, 2624, 2625; VI, 579), but not a higher question of privilege than an election case (III, 2626). In one case where an ex-Member was abusing the privilege, he was excluded by direction of the Speaker (V, 7288). In one case where an ex-Member was abusing the privilege \* \* \*.

## Signs, symbols, etc.

2.24. All signs, symbols, dashes, superiors, etc., must be plainly marked. Names of Greek letters must be indicated, as they are frequently mistaken for italic or symbols.

2.25. The chemical symbols Al, Cl, Tl are sometimes mistaken for A1, C1, T1 in typewritten matter. Copy preparers must indicate whether the second character is a letter or a figure.

2.26. Since typewriters use the same characters for figure 1 and lowercase l, cipher and cap O, all such characters will be printed as figures unless otherwise marked.

## Letters illustrating shape and form

2.27. Letters used to illustrate shape and form, as U-shape(d), A-frame, T-bone, T-rail, are set in gothic—case 392 for 10 point, case 391 for 8 point, and case 390 for 6 point—except that for I-beam, cases 14, 13, and 12, respectively, are used.

2.28. Plurals are formed by adding the apostrophe and s, as T's, Y's, etc. *Golf tee(s)* should be spelled, as it does not indicate shape.

2.29. A gothic capital is not used in *X-ray*, *U-boat*, *V-8*, and other expressions which have no reference to shape or form.



## TYPE COMPOSITION

2.30. Compositors and operators must study carefully the rules governing composition. Failure to do this will show plainly on proofs.

2.31. In correcting pickup matter, the compositor or operator must indicate what portion was actually reset.

2.32. Every precaution must be taken to prevent the soiling of proofs, as it is necessary for the reviser to see clearly every mark on the margin of a proof after it has been corrected.

2.33. Corrections queried in a ring must not be made, as such queries are intended for the author.

2.34. If after a proof is read the first time, a word or line is pied or a dropout occurs, attention must be called to such mishap by marking that part of the proof "*Pied*" or "*Dropout*." If a proof is not available, the type involved must be placed feet uppermost when returned to position. This direction is intended for all who handle type.

2.35. In correcting matter set on the Linotype, care must be taken to insert corrected type slugs in their proper places and to remove only such type slugs as necessary. Matter must be run down to see that lines have not been duplicated, transposed, or eliminated. If the corrector is in doubt, he must read the slugs.

**Leading and spacing**

2.36. Spacing of text is governed by the leading, narrow spacing being more desirable in solid than in leaded matter. Very thin or very wide spacing in first line of a paragraph should be avoided. Words in a line requiring more than 1 em of space between them should be letterspaced, but the fewer letterspaced words the better. All of a short word is letterspaced rather than part of a long word. (See also rule 14.132, p. 194.)

2.36.1. To aid readability, an em quad (or double space) is used at the end of a sentence. This applies to all type composition, and includes Teletypesetter, reproduction, and other printing. Unless otherwise specified, this rule will apply.

2.37. If the last line of a paragraph follows a widely spaced line, it is spaced with en quads instead of 3-em spaces.

2.38. Center or flush heads set in caps, caps and small caps, small caps, or boldface are spaced with en quads between words, and the space is widened proportionately for an extended face or for letter-spaced words.

2.39. Centerheads are separated from the text by slugs, the space below the head being at least 2 points less than the space above: 10-point slug above and 8-point slug below in 10-point text; 8-point slug above and 6-point slug below in 8- and 6-point text. However, a head which clears the line above or below by at least 1 em requires no additional space.

2.40. Heads set in caps are leaded, even in solid matter.

2.41. In solid matter, "2 leads," "3 leads," and similar space designations marked on copy mean "2 leads" (4 points), "3 leads" (6 points), etc.

In leaded matter (machine-leaded Linotype, or Monotype with shoulder), "2 leads," "3 leads," etc., will include space on type; e.g., "2 leads" means a 2-point lead plus space on type.



2.42. Unless otherwise marked, flush heads are separated from text by 2 leads above and 1 lead below in solid matter, and by 3 leads above and 2 leads below in leaded matter.

2.43. Full-measure numbered or lettered paragraphs and quoted extracts are not separated by leads from adjoining matter.

2.44. Unless otherwise marked, extracts which are set off from the text by smaller type or are indented on both sides are separated by 3 leads in leaded matter and by 2 leads in solid matter.

2.45. Extracts set solid in leaded matter are separated from the text by 3 leads.

2.46. Flush lines following extracts are separated by 3 leads in leaded matter and by 2 leads in solid matter.

2.47. Footnotes are leaded if the text is leaded, and are set solid if the text is solid.

2.48. Legends are leaded if text is leaded, and solid if text is solid.

### Indentions

2.49. In measures less than 30 picas, the paragraph indention is 1 em. Paragraph indentions in cut-in matter are 3 ems, overs 2 ems. Overruns, datelines, and signatures are indented in multiples of 2 ems. Unless otherwise requested, addresses are set flush on left. (For examples, see p. 217.)

2.50. In matter set 30 picas or wider, the paragraph indention is 2 ems. Paragraph indentions in cut-in matter are 6 ems, overs 4 ems. Overruns, datelines, and signatures are indented in multiples of 2 ems. Unless otherwise requested, addresses are set flush on left. (For examples, see p. 217.)

2.51. In measures less than 30 picas, overruns in hanging indentions are 1 em more than the first line, except that to avoid conflict with a following indention (for example, of a subentry or paragraph), the overrun indention is made 1 em more than the following line.

2.52. In matter set 30 picas or wider, overruns in hanging indentions are 2 ems more than the first line, except that to avoid conflict with a following indention (for example, of a subentry or paragraph), the overrun indention is made 2 ems more than the following line.

2.53. Indention of matter set in smaller type should be the same, in points, as that of adjoining main-text indented matter.

2.54. Two-line centerheads are centered, but heads of three or more lines are set with hanging indention.

2.55. Overs in flush heads are indented 2 ems in measures less than 30 picas, and 4 ems in wider measures.

### Legends for illustrations

2.56. Legends and explanatory matter of 1 or 2 lines are centered; if more than 2 lines, they are set with hanging indention. If an illustration is narrower than full measure and text is run at the side of it, the legend is set the width of the illustration; if text is not to be run at the side of the illustration, the legend is set full measure regardless of the width of the illustration, unless copy is otherwise marked.

2.57. Legend lines of illustrations which run the broad way should be printed to read up; that is, an even-page legend should be on the inside margin and an odd-page legend on the outside margin.

2.58. Unless other type is indicated, legends for illustrations are set in 8-point roman, lowercase.

2.59. Periods are used after legends and explanatory matter beneath illustrations. However, legends without descriptive language do not use a period. (See rule 9.95, p. 143.)

2.60. At beginning of legend, *Figure* preceding the identifying number or letter is set in caps and small caps and is not abbreviated.

FIGURE 5, not FIG. 5

FIGURE A, not FIG. A

2.61. If a chart carries both a legend and footnotes, the legend is placed above the chart.

2.62. Letter symbols used in legends for illustrations are set in italic without periods and are capitalized only if so shown in copy.

### PROOFREADING AND COPYHOLDING

2.63. Foremen of composing sections must see that special instructions and layout and style sheets are sent to the Proof Section with the first installment of each job.

2.64. Readers must consult the copy preparer's instruction sheet.

2.65. Speed is desirable, but accuracy is of first importance.

2.66. The reader should see that the rules governing spacing, division of words, and good printing generally have been observed. The reader who passes bad spacing will be held at fault.

2.67. If the reader detects inconsistent and erroneous statements, it is his duty to correct them. He must know, not guess, that they are errors, and he must be prepared, if called upon, to vindicate by recognized authority the soundness of his corrections. If he does not know, he must query.

2.68. If the grammatical construction of a sentence or clause is questioned by a reader and it seems desirable to change the form, he must indicate the proposed correction, add a query mark, and enclose all in a ring. If a statement of fact is thought erroneous or doubtful, he must underscore the matter in question, write in the margin "Author verify," and enclose it in a ring. It is not enough to write only a query in the margin: the reason for the query must be clearly shown. If there is little doubt, the correction should be made, but a query enclosed in a ring must be written beside the correction to call the author's attention to it.

2.69. A query appearing on copy must be carried to the author.

2.70. Proofs that are not clearly printed or are in any manner defective must be called to the attention of the deskman.

2.71. The manner in which correction marks are made on a proof is of considerable importance. Straggling, unsymmetrical characters, disconnected marks placed in the margin above or below the lines to which they relate, irregular lines leading from an incorrect letter or word to a correction, large marks, marks made with a blunt pencil, indistinct marks, and frequent use of the eraser to obliterate marks hastily or incorrectly made are all faults to be avoided.

2.72. In reading proof of wide tables, the reader should place the correction in white space as near as possible to the error, thus aiding all who handle the proof afterward. He should obliterate entirely a broken or defective figure and rewrite it in a ring. He should not use the transposition mark in little-known words or in figures. He should instead cancel the letters or figures and write them in the margin in the order in which they are to appear.

2.73. In marking errors in display or other unusual type, the case number must be indicated.

2.74. Readers must draw a ring around footnote references in proof, as an aid to the maker-up.

2.75. On discovering evidence of wrong-font matrices, the reader must immediately fill out a wrong-font notice which will be sent to typesetting section concerned.

2.76. Readers must not make important changes in indentions or tables without consulting the referee.

2.77. The marks of the copy preparer must be given consideration by all, as he is in a position to know more about the peculiarities of a job than one who reads but a small portion of it.

2.78. Any mark which will change the proof from the copy as prepared must be enclosed in a ring.

2.79. All instructions on copy must be carried on proof by readers.

2.80. Folios of copy must be "run" by the copyholder and checked against those marked on the proof.

2.81. In reading copy an unnecessarily loud tone of voice must be avoided. Short words are as important as long ones, and should be pronounced distinctly. Plurals should be sounded clearly, and names of persons or places pronounced distinctly or read by letters.

#### MAKEUP

2.82. Government publications will be made up in the following order unless otherwise indicated:

a. *Frontispiece*, faces title page.

b. *False title* (frontispiece, if any, on back).

c. *Title page*.

d. *Back of title*, blank, but frequently carries such useful bibliographic information as list of board members, congressional resolution authorizing publication, note of editions and printings, GPO imprint if departmental imprint appears on title page, price notice, etc.

e. *Letter of transmittal* (new odd page).

f. *Foreword*, differs from preface in that it is an introductory note written as an endorsement by a person other than the author (new odd page).

g. *Preface*, by author (new odd page).

h. *Contents* (new odd page), immediately followed by list of illustrations and list of tables, as parts of contents.

i. *Text*, begins with page 1 (if halftitle is used, begins with p. 3).

j. *Bibliography* (new odd page).

k. *Appendix* (new odd page).

l. *Index* (new odd page).

2.83. An *introduction* differs from a foreword or a preface in that it is the initial part of the text; if the book is divided into chapters, it should be the first chapter.

2.84. To number preliminary pages, use small-cap Roman numerals.

2.85. A separate cover should not be used on booklets of 32 or fewer pages (p. 1 should be a self-cover or should carry a displayed title heading followed by table of contents, if any, and the text).

2.86. Before beginning his work the maker-up must ascertain the length of type page and style of folios to be used.

2.87. If it is found necessary to make a short page, the facing page should be of approximately equal length if the text permits.



2.88. A blank or sink of 6 picas should be placed at the head of each new odd or even page of 46-pica or greater depth; pages with a depth of from 36 to 45 picas, inclusive, will carry a 5-pica sink; pages less than 36 picas, 4 picas.

2.89. If top center folio is used, the folio on a new page must be placed at the bottom, centered, and enclosed in parentheses.

2.89.1. Where running heads with folios are used, heads are included in overall page depth. However, first pages of chapters and pages with bottom folios are made up with folios in margin. Bottom folios on short preliminary pages will be made up with page numbers two leads from last line.

2.89.2. Jobs made up with bottom folios will have all page numbers, including preliminary pages, alining on the bottom in the margin.

2.89.3. Jobs with both running heads and bottom folios will be treated as outlined in rule 2.89.2.

2.90. Contents, list of illustrations, preface, or any other matter that makes a page in itself should be placed 12 points or more nearer top than bottom, the difference depending upon the length of page.

2.91. In "cleared" indexes the words being cleared must be repeated on following page at the top of the column or page.

2.92. Continued heads over tables and leaderwork must be condensed into one line if possible.

2.93. Footnote references are repeated in boxheads or in continued lines over tables, unless special orders are given not to do so.

2.94. Six-point notes above tables are enclosed in brackets and are not repeated with continued heads unless they are needed on each page for the purpose of clarity.

2.94.1. A broadside (lengthwise) table beginning on even (left) page and which carries over to facing right page will be made up flush right for left page (if left page is less than full width) and flush left for right page.

2.94.2. A broadside table of less than page width will center on the page.

2.95. Centerheads, whether in boldface, caps, caps and small caps, small caps, or italic, should have more space above than below. Uniform spacing should be maintained throughout the page; if this is not possible, the space above and below the centerlines should be reduced, commencing at the bottom of the page.

2.96. In making up a page of two or more columns with an illustration more than one column in width, the text should be broken so that it will read from above the illustration to the same column below. If a table, diagram, or layout occurs under the same conditions, the text should double up above it.

2.97. In matter set two or more columns to the page, footnotes to full-measure headings should be set page width, while the text footnotes should be set column width and carried at the foot of the column in which the references appear.

2.98. Two or more short footnotes coming together may be combined by the maker-up in one line, with the blank spaces between footnotes equalized, provided the spaces are not less than 2 ems.

<sup>1</sup> Preliminary.

<sup>2</sup> Including imported cases.

<sup>3</sup> Imported.

2.98.1. Backstrips should run down (from top to bottom) on all publications, except when ordering agency specifies runup (from bottom to top) backstrips.

## IMPOSITION

**2.99.** Imposition is the general term applied to the task of locking up pages of type, plates, or negatives for press. Imposing refers specifically to laying or arranging pages so that a press sheet, when printed and folded, will produce a signature with pages in proper sequence. A page is considered the unit of a signature; the two companion pages, the unit in imposition. Whether the imposition is from the outside or inside, a long or a broad form, work and turn or sheetwise, these companion pages are never separated; their position in the printed pamphlet is determined by the fold.

**2.100.** In the layout of pages, each page must be in its proper sequence, determined by the type of fold desired. (See Layouts for Imposition, p. 3.) Margins are governed by the trim size of finished book or pamphlet. After trim size has been established, the sheet size of stock is selected. For example, GPO standard octavo is type width,  $26\frac{1}{2}$  picas; type depth, 46 picas; trim size of finished book or pamphlet,  $5\frac{1}{8}$  by  $9\frac{1}{8}$  inches. The number of pages to be printed is broken down into signatures of 16 pages each and the most practical layout is chosen. In this case, four rows of four pages each. Thus stock size is four times  $5\frac{1}{8}$  inches for width and four times  $9\frac{1}{8}$  inches for depth. As it is necessary to allow a minimum of  $\frac{1}{8}$ -inch trim after signatures are folded, the sheet size will be 24 by 38 inches, standard stock size. The margins, which are the back or binding edge, head or top, outside, and foot or bottom, are then determined by allowing enough white space from the type area to give a proper balance to the finished book. It is generally agreed that a 4-pica back and a 3-pica head, after trim, are standard margins for this particular trim size on saddle stitch or sewed jobs. Other standards have been incorporated in the GPO Layout Book. These margins are followed unless requisition specifies nonstandard margins.

**2.101.** To illustrate further that these companion pages are the unit of imposition, it will be found when determining margins that these two pages are always printed in the center of the untrimmed sheet. The other two companion pages that make up the quarter of the sixteen are likewise printed in the center of the quarter sheet, which is 19 inches, one-half of the 38-inch way. It will thus be observed that two pages were used to get the outside margins and another multiple of two (four) to get the bottom margins.

**2.102.** Margins should be governed by the trimmed book and not by the untrimmed sheet. The back margin or gutter should be such that it will bring the pages nearly in the center of the open printed book, putting any excess space in the outer margins, except in books that are to be side stitched, in which additional space must be allowed for the stitching. The margins should be so planned that when the book is delivered from the binder the back margin is less than the outside. The top margin of the trimmed book should be at least 3 picas and the bottom margin at least 4 picas. The outside margin should be at least 1 pica greater than the back but not as wide as the bottom margin.

**2.103.** If a running head is used, the head margin should be the same as the back margin; but if a bottom folio is used, that line and the slug above it should be counted as part of the margin. (See also rules 2.89.1-2.89.3, p. 14.)

## REVISING

### Galley revising

2.104. The importance of revising proofs cannot be overemphasized. Although a reviser is not expected to read proof, it is not enough for him merely to follow the marks found on the proof. He should be alert to detect errors and inconsistencies and must see that all corrections have been properly made and that words or lines have not been transposed or eliminated by the compositor in making the corrections. (See rule 2.115.)

2.105. A reviser must not remodel the punctuation of the readers or make any important changes. If he thinks that an important change should be made, he must submit the proposed change to the Chief Reviser for decision.

2.106. In the body of the work, new pages must be properly indicated on the proof. Tables of contents, letters of transmittal, lists of illustrations, the text proper, all matter following halftitles (except parallel tables), and indexes must begin on new odd pages unless instructions to the contrary are given.

2.107. All instructions on proofs must be transferred to revises.

2.108. All queries must be carefully transferred to the revises.

2.109. Each paragraph containing an alteration causing an overrun should be reread.

2.110. Revising must be done with reasonable dispatch, but accuracy must not be sacrificed to speed.

2.111. Corrector's slug number must be written on revise proof.

### Page and stone revising

2.112. Page and stone revising require great diligence and care. Not only must the reviser see that the rules governing the work of those who precede him have been followed but he must be on the alert for a multiplicity of points not coming within their sphere.

2.113. The reviser is responsible for marking off all bleed and off-center pages.

2.114. A blank page must be indicated at the bottom of the preceding page.

2.115. Special care must be exercised in revising linotype matter. It is necessary to read the entire line in which a correction has been made, to see that the line has been inserted in the proper place, and to see that the lines above and below have not been disturbed. If it appears that a correction has not been made, the reviser should carefully examine each line on the page to see if the correction was inserted in the wrong place or if lines have been transposed.

2.116. The following rules must be carefully observed:

a. See that proof is clean and clear; send for another if necessary.

b. Before beginning page revising, see that galley proofs run consecutively and that in continuous makeup the matter on the galleys connects.

c. See that page folios are consecutive, that running heads are correct and uniform, and that the proper signature mark is correctly placed. If an error is found in running heads or in signature marks, notify the Chief Reviser immediately, so that the correction may be made in other forms or pages of the same job.

d. Revise carefully, observe connection between pages, take care that continued and repeated lines are free from errors, and carry all



unanswered queries if the proof is to be sent to the author; if not, see that all queries are answered.

e. If a revise is not properly corrected or is not reasonably free from errors, call for another corrected proof, stating number of copies wanted, and destroy all duplicates.

f. Watch for slips, dropouts, doublets, and transpositions.

g. Read all running heads and boxheads in continued tables; see that all leading lines are carried at the top where subordinate matter runs over, that dollar marks and italic captions of columns are uniform and properly placed, that bearoffs in figure columns are uniform, that the matter is as compact as circumstances will permit, and that footnotes fall on the page containing the corresponding references and are properly arranged.

h. Preserve complete files of all proofs returned to the desk.

i. On the first page of a signature of a stone revise carry any special directions that may be necessary, and on open or session jackets carry the number of copies to be printed.

j. When page proofs are to be sent out on partly completed jobs, fill out reviser's memorandum, noting the last galley, the last page, the signature mark, the page on which the last signature mark occurred, and the folio lines. Attach the memorandum to the markoff galley and return to the Chief Reviser.

k. Make sure that different sets of proofs of the same job are correctly marked in series ("R," "2R," "3R," etc.); where a sheet is stamped "Another proof," carry the same designating "R" on the corresponding clean proof, destroying the stamped proof when it has served its purpose. Advance the "R," "2R," "3R," etc., on each set of page proofs returned from the originating office; if a dummy folio has been used and later a true folio is finally given, revert to single "R." When the "R" is not to be advanced, use an "x," as "2R<sup>x</sup>."

l. If two or more jobs are imposed in one form, separate the parts to verify the imposition. Until familiar with the fold, exercise care in cutting the sheet.

m. See that rules do not lap, that work is not jammed in the lockup, that damaged letters and slips are indicated, and that the matter is ready in all respects to pass rigid inspection.

n. Legend lines of full-page cuts that run the broad way should be printed so as to read up—that is, the even-page legend should be on the binding or inside margin and the odd-page legend on the outside margin.

o. If a footnote is eliminated, do not renumber the footnotes; just omit that number.

2.117. If the footnotes in an entire job have been made uniform, even though not according to style, do not change them.

2.118. If a footnote is added in proof, use the preceding number with a superior letter added, as <sup>15a</sup>.

2.119. Where a table with footnotes falls at the bottom of a page containing footnotes to text, print the table footnotes above the text footnotes, separated by a rule 50 points long, flush at the left, with 2 leads on each side of the rule. (See also rule 14.108, p. 191.)

2.120. In revising galleys into pages, revisers must enter on the markoff slip the number of the last footnote and see that instructions to the maker-up are followed.

### Press revising

**2.121.** Press revising calls for the exercise of utmost care. The press reviser must be thoroughly familiar with the style and makeup of Government publications. He is required to OK all forms that go to press—bookwork, covers, jobwork, etc. He must see that all queries are answered. He must necessarily have a knowledge of the bindery operations required to complete a book or job and be familiar with all types of imposition, folds, etc. He must be capable of ascertaining the proper head, back, and side margins for all work, to insure proper trimming of the completed job to the required size.

**2.122.** Although speed is essential when forms reach the pressroom, accuracy must not be sacrificed.

### SIGNATURE MARKS, ETC.

**2.123.** Unless otherwise indicated, signature marks are set 6-point lowercase and indented 3 ems.

**2.124.** Figures indicating the year should follow the jacket number in signature marks:

125327—58—4	116529—58—pt. 5—3	116529—58—vol. 1—3	92694°—58—2
92694 O—58—2	92694 OF—58—2	92694 F—58—2	92694m—58—2
			92694r—58—2

**2.125.** When allmark (○) and signature or imprint and signature appear on same page, the signature line is placed below the allmark but above the imprint.

**2.126.** The allmark is placed below the page, bulletin, or circular number but above the signature line, if both appear on the same page.

**2.127.** Imprints and signature lines appearing on short pages of text are placed at the bottom of the page.

**2.128.** All plated jobs take a degree mark (°) immediately after the jacket number in the signature line.

**2.129.** All offset jobs take a capital O immediately after the jacket number in the signature line. Offset-Fotosetter jobs are indicated by OF; Fotosetter by F.

**2.130.** When matrix is to be made of job, a superior *m* (<sup>m</sup>) is placed immediately after jacket number in the signature line.

**2.131.** All jobs having vinylite molds before printing from type take a superior *v* (<sup>v</sup>) immediately after the jacket number.

**2.132.** On a job reprinted on account of change, a black star (★) precedes the jacket number in the signature line and precedes the date on the title page:

★ 17234—58—2

★ 12-15-58

**2.133.** The following forms are used for signature marks in House and Senate documents and reports printed on session jackets:

H. Doc. 73, 85-1—2  
S. Doc. 57, 85-2, pt. 1—2  
H. Rept. 120, 85-2—8

S. Doc. 57, 85-1—2  
S. Doc. 57, 85-2, vol. 1—2  
S. Rept. 100, 85-2—9

**2.134.** In a document or report printed on other than a session jacket, use the jacket number, year, and signature number only, omitting the document or report number.



**2.135.** For pasters, the jacket number, the year, and the page to be faced by the paster are used as follows (note punctuation):

12344—58 (Face p. 10)

**2.136.** On a paster facing an even page, the marks go at the lower right-hand side; on a paster facing an odd page, at the lower left side.

**2.137.** If more than one paster faces the same page, each is numbered as follows:

12344—58 (Face p. 19) No. 1  
12344—58 (Face p. 19) No. 2

**2.138.** When a paster follows the text, the allmark is placed on the last page of the text and never on the paster.

## REPRINTS, IMPRINTS, AND PRICE NOTICES

### Reprints

**2.139.** To aid bibliographic identification of reprints or revisions, the dates of the original edition and of reprint or revision should be supplied by the author on the title page or in some other suitable place. Thus:

First edition July 1941  
Reprinted July 1943

First printed June 1940  
Revised June 1941

Original edition May 1941  
Reprinted May 1942  
Revised July 1943

**2.140.** The year in the imprint on cover, title page, or elsewhere is not changed from that in the original print, nor are the signatures changed, unless other mends are necessary.

### Imprints

**2.141.** The Government Printing Office imprint must appear on all printed matter, except certain classified work.

**2.142.** Use full imprint on the title page of a congressional speech.

**2.143.** The imprint and allmark are not used together on any page; if one is used, the other is omitted.

**2.144.** The imprint is not used on a half-title or (except on congressional hearings) on any page of a cover.

**2.145.** If there is a title page, the imprint is placed on the title page; but if there is no title page, or if the title page is entirely an illustration, the imprint is placed on the last page of the text.

**2.146.** The Government Printing Office crest is used only on Government Printing Office publications. If it is printed on page II, the full imprint is used on the title page; if it is printed on the title page, use the half imprint only, thus—Washington : 1958.

### Price notices

**2.147.** If there is a cover but no title page, the price notice is printed on page 1 of the cover. Unless otherwise indicated, if there is a title page, with or without a cover, the price notice is printed at the bottom of the title page below a cross rule; if there is no cover or title page, the price notice is printed at the end of the text, below the imprint, and the two are separated by a cross rule.

**2.148.** Price notices are not printed on congressional documents. The price notice is not considered an imprint.

**Samples of imprints and price notices****2.149. On title page:**

U.S. GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1958

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For sale by the Superintendent of Documents, U.S. Government Printing Office  
Washington 25, D.C. - Price 00 cents

**2.150. On last page of text:**

U.S. GOVERNMENT PRINTING OFFICE: 1958  
(16 points)

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For sale by the Superintendent of Documents, U.S. Government Printing Office  
Washington 25, D.C. - Price 00 cents

U.S. GOVERNMENT PRINTING OFFICE: 1958

**2.151. On last page of text (usually 4 ems from right), open star (☆) indicates outside purchase.**

☆ U.S. GOVERNMENT PRINTING OFFICE : 1958—455995

**2.152. Outside-purchase jobs which are reprinted by this Office use an em dash in lieu of open star.**

— U.S. GOVERNMENT PRINTING OFFICE: 1958—455995

**2.153. Jobs which are set on outside purchase, but which are printed by this Office, use an asterisk in lieu of open star.**

\* U.S. GOVERNMENT PRINTING OFFICE: 1958—455995

## NOTES



### 3. CAPITALIZATION

(See also Abbreviations; Guide to Capitalization)

**3.1.** It is impossible to give rules that will cover every conceivable problem in capitalization. But by considering the purpose to be served and the underlying principles, it is possible to attain a considerable degree of uniformity. The list of approved forms given on pages 31 to 56 will serve as a guide. Manifestly such a list cannot be complete. The correct usage with respect to any term not included can be determined by analogy or by application of the rules.

#### Proper names

**3.2.** Proper names are capitalized.

Rome  
Brussels

John Macadam  
Macadam family

Italy  
Anglo-Saxon

#### Derivatives of proper names

**3.3.** Derivatives of proper names used with a proper meaning are capitalized.

Roman (of Rome)

Johannean

Italian

**3.4.** Derivatives of proper names used with acquired independent common meaning, or no longer identified with such names, are lower-cased. Since this depends upon general and long-continued usage, a more definite and all-inclusive rule cannot be formulated in advance. A list of derivatives is given on pages 39-40.

roman (type)  
brussels sprouts  
venetian blinds

macadam (crushed rock)  
watt (electric unit)  
plaster of paris

italicize  
anglicize  
pasteurize

#### Common nouns and adjectives in proper names

**3.5.** A common noun or adjective forming an essential part of a proper name is capitalized; the common noun used alone as a substitute for the name of a place or thing is not capitalized.

Massachusetts Avenue; the avenue  
Washington Monument; the monument  
Statue of Liberty; the statue  
Hoover Dam; the dam  
Boston Light; the light  
Modoc National Forest; the national forest  
Panama Canal; the canal  
Soldiers' Home of Ohio; the soldiers' home  
Johnson House (hotel); Johnson house (residence)

Crow Reservation; the reservation  
Federal Express; the express  
Cape of Good Hope; the cape  
Jersey City; *also* Washington City; *but* city of Washington; the city  
Cook County; the county  
Great Lakes; the lakes  
Lake of the Woods; the lake  
North Platte River; the river  
Lower California; *but* lower Mississippi  
Charles the First; Charles I  
Seventeenth Census; the 1950 census

**3.6.** If a common noun or adjective forming an essential part of a name becomes removed from the rest of the name by an intervening common noun or adjective, the entire expression is no longer a proper noun and is therefore not capitalized.

Union Station: union passenger station  
Eastern States: eastern farming States  
Western States: western farming States



3.7. A common noun used alone as a well-known short form of a specific proper name is capitalized.

the Capitol (at Washington); *but* State capitol  
 the Channel (English Channel)  
 the District (District of Columbia)  
 the Soldiers' Home (District of Columbia only)

3.8. The plural form of a common noun capitalized as part of a proper name is also capitalized.

Seventh and I Streets  
 Lakes Erie and Ontario  
 Potomac and James Rivers

State and Treasury Departments  
 British and French Governments  
 Presidents Washington and Adams

3.9. A common noun used with a date, number, or letter, merely to denote time or sequence, or for the purpose of reference, record, or temporary convenience, does not form a proper name and is therefore not capitalized. (See also rule 3.39, p. 27.)

abstract B	column 2	mile 7.5	signature 4
act of 1928	drawing 6	page 2	station 27
appendix C	exhibit D	paragraph 4	table 4
article 1	figure 7	part I	title IV
book II	first district (not	plate IV	treaty of 1919
chapter III	congressional)	region 3	volume X
chart B	form 4	rule 8	war of 1914
class I	graph 8	schedule K	ward 2
collection 6	group 7	section 3	

3.10. The following terms are lowercased, even with a name or number. (For capitalized forms, see geographic terms, p. 43.)

aqueduct	dike	shipway
basin (see geographic terms, p. 43)	dock	slip
breakwater	drydock	spillway
buoy	irrigation project	tunnel (see
chute	jetty	also Tun-
dam (lowercase with num-	levee	nel, p. 54)
ber or in conjunction	lock	watershed
with lock; capitalize with	pier	weir
name, <i>but</i> Boulder Dam	reclamation project	wharf
site; Boulder Dam and	ship canal	
site)		

### Definite article in proper names

3.11. To achieve greater distinction or to adhere to the authorized form, the word *the* (or its equivalent in a foreign language) used as a part of an official name or title is capitalized. When such name or title is used adjectively, *the* is not capitalized; nor is it supplied at any time when not in copy.

*British Consul v. The Mermaid* (title of legal case)

The Dalles (Oreg.); The Weirs (N.H.); *but* the Dalles region; the Weirs streets

The Hague; *but* the Hague Court; the Second Hague Conference

El Salvador; Las Cruces; L'Esterel

The Adjutant General (only when so in copy)

3.12. In common practice, rule 3.11 is disregarded in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

the Times  
 the Atlantic Monthly  
 the Washington Star

the *Mermaid*  
 the *Los Angeles*  
 the *U-3*

the Federal Express  
 the National Photo Co.  
 the Netherlands

## Particles in names of persons

3.13. In foreign names such particles as *d'*, *da*, *della*, *du*, *van*, and *von* are capitalized unless preceded by a forename or title. Individual usage, if ascertainable, should be followed.

Da Ponte; Cardinal da Ponte  
Du Pont; E. I. du Pont de Nemours & Co.  
Van Rensselaer; Stephen van Rensselaer  
*but* d' Orbigny; Alcide d' Orbigny

3.14. In anglicized names such particles are usually capitalized, even if preceded by a forename or title, but individual usage, if ascertainable, should be followed.

Justice Van Devanter; Reginald De Koven  
Thomas De Quincey; William De Morgan  
Henry van Dyke (his usage)  
Samuel F. Du Pont (his usage); Irénée du Pont  
(for firm names, see p. 42)

3.15. If copy is not clear as to the form of such a name (for example, *La Forge* or *Laforge*), the two-word form should be used.

3.16. In names set in capitals, *de*, *von*, etc., are also capitalized.

## Names of organized bodies

3.17. The full names of existing or proposed organized bodies and their shortened names are capitalized; other substitutes, which are most often regarded as common nouns, are capitalized only in certain specified instances to indicate preeminence or distinction. (See list on pp. 31-56.)

### National governmental units:

U.S. Congress: 82d Congress; Congress; the Senate; the House; Committee of the Whole, the Committee; *but* committee (all other congressional committees)

Department of Agriculture: the Department; Division of Publications, the Division; *similarly* all departmental units; *but* legislative, executive, and judicial departments

Bureau of the Census: the Census Bureau, the Bureau

Geological Survey: the Survey

Interstate Commerce Commission: the Commission

Government Printing Office: the Office

Board of Commissioners of the District of Columbia: the Board of Commissioners; the Board

American Embassy, British Embassy: the Embassy; *but* the consulate; the consulate general

Treasury of the United States: General Treasury; National Treasury; Public Treasury; the Treasury; Treasury notes; New York Subtreasury, the subtreasury

Department of Defense:

Military Establishment; Armed Forces; *but* armed services

U.S. Army: the Army; the Infantry; 81st Regiment; Army Establishment; the Army Band; Army officer; Regular Army officer; Reserve officer; Volunteer officer; *but* army shoe; Grant's army; Robinson's brigade; the brigade; the corps; the regiment; infantryman

U.S. Navy: the Navy; the Marine Corps; Navy (Naval) Establishment; Navy officer; *but* naval shipyard; naval officer; naval station

French Ministry of Foreign Affairs; the Ministry; French Army; British Navy

### International organizations:

United Nations: the Council; the Assembly; the Secretariat

Permanent Court of Arbitration: the Court; the Tribunal (only in the proceedings of a specific arbitration tribunal)

Hague Peace Conference of 1907: the Hague Conference; the Peace Conference; the Conference

## Common-noun substitutes:

Virginia Assembly: the assembly; the senate; the house of delegates  
 California State Highway Commission: Highway Commission of California; the highway commission; the commission  
 Montgomery County Board of Health: the Board of Health, Montgomery County; the board of health; the board  
 Common Council of the City of Pittsburgh: the common council; the council  
 Buffalo Consumers' League: the consumers' league; the league  
 Republican Party: the party  
 Pennsylvania Railroad Co.: the Pennsylvania Railroad; Pennsylvania Co.; Pennsylvania Road; the railroad company; the company  
 Riggs National Bank: the Riggs Bank; the bank  
 Metropolitan Club: the club  
 Yale School of Law: Yale University School of Law; School of Law, Yale University; school of law

**3.18.** The names of members and adherents of organized bodies are capitalized to distinguish them from the same words used merely in a descriptive sense.

a Representative (U.S. Congress)	a Socialist
a Republican	an Odd Fellow
an Elk	a Communist
a Liberal	a Boy Scout
a Shriner	a Knight (K.C., K.P., etc.)

## Names of countries, domains, and administrative divisions

**3.19.** The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives. (See table on p. 240.)

United States: the Republic; the Nation; the Union; the Government; *also* Federal, Federal Government; *but* republic (when not referring specifically to one such entity); republican (in general sense); a nation devoted to peace  
 New York State: the State, a State (a definite political subdivision of first rank); State of Veracruz; Balkan States; six States of Australia; State rights; *but* state (referring to a Federal Government, the body politic); foreign states; church and state; statehood; state's evidence  
 Territory (Canada): Yukon, Northwest Territories; the Territory(ies), Territorial; *but* territory of American Samoa, Guam, Virgin Islands (see footnote 14a, p. 54); the territory, territorial  
 Ethiopian Empire: the Empire; *but* empire (in general sense)  
 Dominion of Canada: the Dominion; *but* dominion (in general sense)  
 Ontario Province; Province of Ontario: the Province, Provincial; *but* province, provincial (in general sense)  
 Crown Colony of Hong Kong, Cyprus: the colony, crown colony

**3.20.** The similar designations *commonwealth*, *confederation* (*federal*), *government*, *nation* (*national*), *powers*, *union*, etc., are capitalized only if used as part of proper names, as proper names, or as proper adjectives.

British Commonwealth, Commonwealth of Massachusetts: the Commonwealth; *but* commonwealth (in general sense)  
 Swiss Confederation: the Confederation; the Federal Council; the Federal Government; *but* confederation, federal (in general sense)  
 French Government: the Government; French and Italian Governments; Soviet Government; the Governments; *but* government (in general sense); the Churchill government; European governments  
 Cherokee Nation: the nation; *but* Greek nation; American nations  
 National Government (of any specific nation); *but* national customs  
 Allied Powers (in World Wars I and II); Central Powers (in World War I); *but* the powers; European powers  
 Union of South Africa: the Union; *but* union (in general sense)



## Names of regions, localities, and geographic features

**3.21.** A descriptive term used to denote a definite region, locality, or geographic feature is a proper name and is therefore capitalized; also for temporary distinction a coined name of a region is capitalized.

the North Atlantic States; the Gulf States; the Central States; the Pacific Coast States; the Lake States; East North Central States; Eastern North Central States; Far Western States; Eastern United States  
the West; the Midwest; the Middle West; Far West  
the Eastern Shore (Chesapeake Bay)  
the Badlands (S. Dak. and Nebr.)  
the Continental Divide (Rocky Mountains)  
Deep South; Midsouth  
the Occident; the Orient

the Far East; Far Eastern; the East  
Middle East, Middle Eastern, Mideast, Mideastern (Asia)  
Near East (Balkans, etc.)  
the Promised Land  
the Continent (continental Europe)  
the Western Hemisphere  
the North Pole; the North and South Poles  
the Temperate Zone; the Torrid Zone  
the East Side (section of a city)  
the Driftless Area (Mississippi Valley)  
Western Germany; Western Europe (political entities)

**3.22.** A descriptive term used to denote mere direction or position is not a proper name and is therefore not capitalized.

north; south; east; west  
northerly; northern; northward  
eastern; oriental; occidental  
east Pennsylvania; southern California  
west Florida; *but* West Florida (1763-1819)  
eastern region; western region

north-central region  
east coast; eastern seaboard  
central Europe; south Germany; southern France  
*but* East Germany; West Germany (political entities)

## Names of calendar divisions

**3.23.** The names of divisions are capitalized.

January; February; March; etc.  
Monday; Tuesday; Wednesday; etc.  
*but* spring; summer; autumn (fall); winter

## Names of historic events, etc.

**3.24.** The names of holidays, ecclesiastic feast and fast days, and historic events are capitalized.

Battle of Bunker Hill  
Battle of the Giants  
Christian Era; Middle Ages; *but* 20th century  
Feast of the Passover; the Passover

Fourth of July; the Fourth  
Reformation  
Renaissance  
War of 1812; World War II; *but* war of 1914; Korean war

## Trade names

**3.25.** Trade names, variety names, and names of market grades and brands are capitalized. Common nouns following such names are not capitalized. (See market grades, p. 46; trade names, pp. 54, 269.)

Foamite (trade name)  
Plexiglas (trade name)  
Snow Crop (trade name)

Choice lamb (market grade)  
Yellow Stained cotton (market grade)  
Red Radiance rose (variety)

## Scientific names

**3.26.** The name of a phylum, class, order, family, or genus is capitalized; the name of a species is not capitalized, even though derived from a proper name.

Arthropoda (phylum), Crustacea (class), Hypoparia (order), Agnostidae (family), *Agnostus* (genus)  
*Agnostus canadensis*; *Aconitum wilsoni*; *Epigaea repens* (genus and species)

3.27. In scientific descriptions coined terms derived from proper names are not capitalized.

aviculoid

menodontine

3.28. A plural formed by adding *s* to a Latin generic name is capitalized.

Rhynchonellas

Spirifers

3.29. In soil science the 24 soil classifications are capitalized. (For complete list, see p. 52.)

Alpine Meadow

Bog

Brown

3.30. The words *sun*, *moon*, and *earth* are capitalized only if used in association with the names of other astronomical bodies that are capitalized.

The nine known planets, in the order of distance from the Sun, are Mercury, Venus, the Earth, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto.

3.31. For lists of geologic and physiographic terms, see page 237.

### Fanciful appellations

3.32. A fanciful appellation used with or for a proper name is capitalized.

the Big Four  
the Dust Bowl  
the Hub

the Keystone State  
the New Deal  
the Pretender

### Personification

3.33. A vivid personification is capitalized.

The Chair recognized the gentleman from New York;  
For Nature wields her scepter mercilessly.

All are architects of Fate,  
Working in these walls of Time.

### Religious terms

3.34. All words denoting the Deity except *who*, *whose*, and *whom*; all names for the Bible and other sacred writings; and all names of confessions of faith and of religious bodies and their adherents and words specifically denoting Satan are capitalized.

Heavenly Father; the Almighty; Thee; Thou; He; Him; *but* himself;  
[God's] fatherhood

Divine Father; *but* divine providence; divine guidance; divine service

Son of Man; Jesus' sonship; the Messiah; *but* a messiah; messiahship;  
messianic; messianize; christology; christological

Bible, Holy Scriptures, Scriptures; Koran; *also* Biblical; Scriptural; Koranic  
Gospel (memoir of Christ); *but* gospel truth

Apostles' Creed; Augsburg Confession

Episcopal Church: an Episcopalian; Catholicism; a Protestant

Christian; *also* Christendom; Christianity; Christianize

Black Friars; Brother(s); King's Daughters; Daughter(s); Ursuline Sisters;  
Sister(s)

Satan; His Satanic Majesty; Father of Lies; the Devil; *but* a devil; the  
devils

### Titles of persons

3.35. Any title or designation immediately preceding a name is capitalized.

President Roosevelt  
King George  
Ambassador Gibson  
Lieutenant Fowler

Chairman Smith  
Nurse Cavell  
Professor Leverett  
Examiner Jones

**3.36.** To indicate preeminence or distinction in certain specified instances, a common-noun title immediately following the name of a person or used alone as a substitute for it is capitalized.

**Title of a head or assistant head of state:**

Franklin D. Roosevelt, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Hoover; former President Hoover; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Curtis Harry W. Nice, Governor of Maryland: the Governor of Maryland; the Governor; *similarly* the Lieutenant Governor; *but* secretary of state of Idaho; attorney general of Maine

**Title of a head or assistant head of an existing or proposed National or District governmental unit:**

Cordell Hull, Secretary of State: the Secretary; *similarly* the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief or Assistant Chief; the Chief Clerk; etc.; *but* Secretaries of the military departments.

Gen. Omar N. Bradley, Chairman, Joint Chiefs of Staff; Joint Chiefs of Staff; Chief of Staff, U.S. Air Force; the Chief of Staff; *but* the general (military title standing alone not capitalized)

**Titles of members of diplomatic corps:**

Walter S. Gifford, Ambassador Extraordinary and Plenipotentiary: the American Ambassador; the British Ambassador; the Ambassador; the Senior Ambassador; His Excellency; *similarly* the Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister; the Chargé d'Affaires; the Chargé; Ambassador at Large; Minister Without Portfolio; *but* the consul general; the consul; the attaché; etc.

**Title of a ruler or prince:**

Elizabeth II, Queen of England: the Queen; the Crown; Her Most Gracious Majesty; Her Majesty; *similarly* the Emperor; the Sultan; etc.

Edward, Prince of Wales: the Prince; His Royal Highness

**Titles not capitalized:**

Charles F. Hughes, rear admiral, United States Navy: the rear admiral  
Cloyd H. Marvin, president of George Washington University: the president

C. H. Eckles, professor of dairy husbandry: the professor

John Smith, chairman of the committee: the chairman

**3.37.** In formal lists of delegates and representatives of governments, all titles and descriptive designations immediately following the names should be capitalized if any one is capitalized.

**3.38.** A title in the second person is capitalized.

Your Excellency  
Your Highness  
Your Honor

Mr. Chairman  
Mr. Secretary

Not salutation:  
my dear General  
my dear sir

**Titles of publications, papers, documents, acts, laws, etc.**

**3.39.** In the full or short English titles of periodicals, series of publications, annual reports, historic documents, legal cases, and works of art, the first word and all important words are capitalized.

Statutes at Large; Revised Statutes; District Code; Bancroft's History;

Journal (House or Senate) (short titles); *but* the code; the statutes

Atlantic Charter; Balfour Declaration; *but* British white paper

American Journal of Science

Saturday Evening Post; the Post

Philadelphia Inquirer



Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15, Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Presidential Proclamation No. 24; Executive Order No. 24; Royal Decree No. 24; Public Law 85-1; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; Committee Print No. 32, committee print; *but* Senate bill 416; House bill 61  
 Annual Report of the Public Printer, 1950; *but* seventh annual report, 19th annual report (see rule 11.10, p. 167)  
 Declaration of Independence; the Declaration  
 Constitution (United States or with name of country); constitutional; *but* New York State constitution; first amendment, 12th amendment (see rule 11.10, p. 167)  
 Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles; Jay Treaty; *but* treaty of peace, the treaty (descriptive designations); treaty of 1919  
*United States v. Four Hundred Twenty-two Casks of Wine* (legal case) (see also rule 18.33, p. 227)  
 The Blue Boy (painting)

**3.39.1.** All principal words are capitalized in titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including TV and radio programs), papers, short poems, reports (not annual reports), songs, subheadings, subjects, and themes. The foregoing are also quoted. (See rule 9.112, p. 144, for examples of capitalization and use of quotation marks.)

**3.40.** In the short or popular titles of acts (Federal, State, or foreign) the first word and all important words are capitalized.

Revenue Act of 1926; Walsh-Healey Act; Panama Canal Act; Classification Act; *but* revenue act(s); act of 1926, 1926 act; the act; Harrison narcotic law; interstate commerce law

**3.41.** The capitalization of the titles of books, etc., written in a foreign language is to conform to national practice in that language. For further details and examples, see section on foreign languages.

**3.42.** In lists, including bibliographies and synonymies, and in footnote citations, capitalization will conform to the rules of this chapter, unless the work requires its own established style.

### First words

**3.43.** The first word of a sentence, of an independent clause or phrase, of a direct quotation, of a line of poetry, or of a formally introduced series of items or phrases following a colon is capitalized.

The question is, Shall the bill pass?

He asked, "And where are you going?"

Lives of great men all remind us

We can make our lives sublime.

The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

**3.44.** The first word of a fragmentary quotation is not capitalized.

He objected "to the phraseology, not to the ideas."

**3.45.** The first word following a colon, an exclamation point, or an interrogation point is not capitalized if the matter following is merely a supplementary remark making the meaning clearer.

Revolutions are not made: they come.

Intelligence is not replaced by mechanism: even the televox must be guided by its master's voice.

But two months dead! nay, not so much; not two.

What is this?

Your knees to me? to your corrected son?



3.46. The first word following *Whereas* in resolutions, contracts, etc., is not capitalized; the first word following an enacting or resolving clause is capitalized.

Whereas the Constitution provides \* \* \*; and  
 Whereas Congress has passed a law \* \* \*;  
 Whereas, moreover, \* \* \*: Therefore be it  
 Whereas the Senate provided for the \* \* \*: Now, therefore, be it  
*Resolved*, That \* \* \*; and be it further  
*Resolved by the Washington Board of Trade*, That \* \* \*  
*Provided*, That \* \* \*  
*Provided further*, That \* \* \*  
*Provided, however*, That \* \* \*  
*And provided further*, That \* \* \*  
*Ordered*, That \* \* \*  
*Be it enacted*, That \* \* \*

### Center and side heads

3.47. Unless otherwise marked, (1) centerheads are set in capitals, and (2) sideheads are set in lowercase and only the first word and proper names are capitalized.

3.48. Except as indicated elsewhere, everything in a cap heading is set in caps; in a cap and small-cap heading, in caps and small caps; and in a small-cap heading, in small caps, including, if available, parentheses, brackets, and figures. En quads are used between words.

3.49. In heads set in caps, a small-cap *c* or *ac*, if available, is used in such names as *McLean* or *MacLeod*; otherwise a lowercase *c* or *ac* is used. In heads set in small caps, an apostrophe is used instead of the *c*, but a space is used after the *ac*.

3.50. In such names as *LeRoy*, *DeHostis*, *LaFollette*, etc. (one-word forms only), set in caps, the second letter of the particle is made a small cap, if available; otherwise lowercase is used. In heads set in small caps, a space is used.

3.51. In matter set in caps and small caps or caps and lowercase, capitalize all principal words, including parts of compounds which would be capitalized standing alone. The articles *a*, *an*, and *the*; the prepositions *at*, *by*, *for*, *in*, *of*, *on*, *to*, and *up*; the conjunctions *and*, *as*, *but*, *if*, *or*, and *nor*; and the second element of a compound numeral are not capitalized. (See also rule 9.112, p. 144.)

World in All-Out War  
 Man Hit With 2-Inch Pipe  
 No-Par-Value Stock for Sale  
 Price-Cutting War  
 Yankees May Be Winners  
 Ex-Senator Is To Be Admitted  
 Notice of Filing and Order on Exemption From Requirements  
*but* Building on Twenty-first Street (if spelled)  
 One Hundred and Twenty-three Years (if spelled)  
 Only One-tenth of Shipping Was Idle  
 Many 35-mm. Films in Production  
 Built-Up Stockpiles Are Necessary (*Up* is adverb here)

3.51.1. *Continued* heads will be set according to rule 14.44, page 186.

3.52. If a normally lowercased short word is used in juxtaposition with a capitalized word of like significance in the sentence, it should also be capitalized.

Buildings In and Near Minneapolis

**3.53.** In a heading set in caps and lowercase or in caps and small caps, a normally lowercased last word, if it is the only lowercased word in the heading, should also be capitalized.

All Returns Are In

**3.54.** The first element of an infinitive is capitalized.

Controls To Be Applied      *but* Aid Sent to Disaster Area

**3.55.** In matter set in caps and small caps, the abbreviations *etc.* and *et al.* are set in small caps; in matter set in caps and lowercase, these abbreviations are set in lowercase.

PLANES, GUNS, SHIPS, ETC.  
JAMES BROS. ET AL.

Planes, Guns, Ships, etc.  
James Bros. et al.

**3.56.** As accents in cap lines have a tendency to break off in proofing, presswork, etc., they may be omitted, even if the same words carry accents in text.

**3.57.** Paragraph series letters in parentheses appearing in heads set in caps, caps and small caps, small caps, or in caps and lowercase are to be set as in copy.

### Addresses, salutations, and signatures

**3.58.** The first word and all principal words in addresses, salutations, and signatures are capitalized. (See "Datelines, Addresses, and Signatures," p. 217.)

### Interjections

**3.59.** The interjection *O* is always capitalized; within a sentence other interjections are not capitalized.

Sail on, O Ship of State!  
For lo! the days are hastening on.  
But, oh, how fortunate!

### Historic or documentary accuracy

**3.60.** Where historic or documentary accuracy is required, capitalization and other features of style of the original text should be followed.

## NOTES





## 4. GUIDE TO CAPITALIZATION

(Based on the preceding rules for capitalization)

- A-bomb  
abstract B, 1, etc.  
Academy:  
  Andover; the academy  
  Merchant Marine; the Academy  
  Military; the Academy  
  National Academy of Sciences; the Academy of Sciences; the Academy  
  Naval; the Academy  
  *but* service academies  
Act (Federal, State, or foreign), short or popular title or with number; the act:  
  Classification  
  Economy  
  Lend-Lease Act; *but* lend-lease materials, etc.  
  Panama Canal  
  Public Act 145 (see also Public Act)  
  Revenue Act of 1928; *but* revenue act(s); act of 1928; 1928 act  
  Selective Training and Service  
  Tariff Act of 1930; 1930 Tariff Act  
  Trademark  
  Treasury Department Appropriation Act for the fiscal year ending June 30, 1943  
  Walsh-Healey Act; *but* Walsh-Healey law  
Acting, if part of capitalized title  
Adjutant General, the (see The)  
Administration, with name; capitalized standing alone if referring to Federal unit:  
  Farmers Home  
  Food and Drug  
  Maritime  
  Veterans' (follow apostrophe)  
  *but* Roosevelt administration; administration bill, policy, etc.  
Administrator of Veterans' Affairs; the Administrator  
Admiralty, British, etc.  
Admiralty, Lord of the  
Adviser, Legal (Department of State)  
Africa:  
  east  
  East Coast  
  north  
  South-West  
  West Coast  
Agency, if part of name; capitalized standing alone if referring to Federal unit:  
  Chippewa (Indian); the agency  
  Federal Security; the Agency
- Ages:  
  Age of Discovery  
  Dark Ages  
  Elizabethan Age  
  Golden Age (of Pericles only)  
  Middle Ages  
  *but* atomic age; Cambrian age; copper age; ice age; missile age; rocket age; space age; stone age; etc.  
Agreement, with name; the agreement:  
  General Agreement on Tariffs and Trade (GATT); the general agreement  
  International Wheat Agreement; the wheat agreement  
  Status of Forces; *but* status-of-forces agreements  
  *but* the Geneva agreement; the Potsdam agreement  
Air Force:  
  Air Explorers  
  Air National Guard (see National)  
  Base (see Base; Station)  
  Civil Air Patrol; Civil Patrol; the patrol  
  Command (see Command)  
  Reserve  
  Reserve Officers' Training Corps  
  WAF (see Women in the Air Force)  
Airport: La Guardia; National; the airport  
Alien Property, Office of (see Office)  
Alliance, Farmers', etc.; the alliance  
alliances and coalitions (see also powers):  
  Allied Powers; the powers (World Wars)  
  Axis, the; Axis Powers; the powers  
  Benelux (Belgium, Netherlands, Luxembourg)  
  Big Four (European); of the Pacific  
  Big Three  
  Central Powers; the powers (World War I)  
  European Economic Community (see also Common Market)  
  Fritalux (France, Italy, Benelux countries)  
  North Atlantic Treaty Organization (see Organization)  
  Western Powers  
  Western Union (powers); the union  
Allied (World Wars):  
  armies  
  Governments  
  Nations

## Allied—Continued

peoples  
Powers; the powers; *but* European powers

Allies, the (World Wars); *but* our allies  
Ambassador:

British, etc.; the Ambassador; the Senior Ambassador; His Excellency Extraordinary and Plenipotentiary; the Ambassador; Ambassador at Large

## amendment:

Social Security Amendments of 1954; 1954 amendments; the social security amendments; the amendments  
Tobey amendment  
to the Constitution (U.S.); first amendment, 14th amendment, etc. (see rule 11.10)

## American:

Federation of Labor and Congress of Industrial Organizations (AFL-CIO); the federation  
Gold Star Mothers, Inc.; Gold Star Mothers; a Mother  
Legion (see Legion)  
National Red Cross; the Red Cross  
Veterans of World War II (AMVETS)  
War Mothers; War Mothers; a Mother

Ancient Free and Accepted Masons; a Mason; a Freemason

Annex, if part of name of building; the annex

Antarctic Ocean (see Arctic; Ocean)  
anti-New Deal

appendix 1, A, II, etc.; the appendix; *but* Appendix II, when part of title:

Appendix II:<sup>1</sup> Education Directory

appropriation bill (see also bill):

deficiency  
Department of Agriculture  
for any governmental unit  
independent offices

Arab States

Arabic numerals

Archipelago, Philippine, etc.; the archipelago

Architect of the Capitol; the Architect

Archives, the, etc. (see The)

Archivist of the United States; the Archivist

## Arctic:

Circle  
Current (see Current)  
Ocean  
zone  
*but* subarctic

arctic (descriptive adjective):

clothing  
conditions  
fox  
grass

## arctic—continued

night

seas

Arctics, the

Area, if part of name; the area:

Cape Hatteras Recreational

White Pass Recreation; etc.

*but* area 2; free trade area; Metropolitan Washington area

## Arlington:

Memorial Amphitheater; the Memorial Amphitheater; the amphitheater

Memorial Bridge (see Bridge)

National Cemetery (see Cemetery)

Arm, Cavalry, Infantry, etc. (military); the arm

Armed Forces (synonym for overall Military Establishment)

armed services

armistice

Armory, Springfield, etc.; the armory

Army, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Army:

Active

Adjutant General, the (see The)

Band (see Band)

branches: Gordon Highlanders;

Royal Guards; etc.

Brigade, 1st, etc.; the brigade; Robinson's brigade

Command (see Command)

Command and General Staff College (see College)

Company A; A Company; the company

Confederate (referring to Southern Confederacy); the Confederates

Continental; Continentals

Corps (see Corps)

District of Washington (military); the district

Division, 1st, etc.; the division

Engineers (the Corps of Engineers); the Engineers; *but* Army engineer

Establishment

Field Establishment

Field Forces (see Forces)

Finance Department; the Department First, etc.

General of the Army; *but* the general General Staff; the Staff

headquarters, 1st Regiment

Headquarters of the; the headquarters

Hospital Corps (see Corps)

Medical Museum (see Museum)

Organized Reserves; the Reserves

Regiment, 1st, etc.; the regiment

Regular Army officer; a Regular Revolutionary (American, British, French, etc.)

service

Surgeon General, the (see Surgeon General)

Volunteer; the Volunteers; a Volunteer

<sup>1</sup> The colon is preferred; a dash is permissible; *but* a comma is too weak.

**army:**

Lee's army; *but* Clark's Fifth Army  
mobile  
mule, shoe, etc.  
of occupation; occupation army  
Red

Arsenal, Rock Island, etc.; the arsenal  
article 15; *but* Article 15, when part of  
title: Article 15:<sup>2</sup> Uniform Code of  
Military Justice

Articles of Confederation (U.S.)

Assembly of New York; the assembly  
(see also Legislative Assembly)

Associate (see United Nations)

Assistant, if part of capitalized title;  
the assistant

assistant, Presidential (see Presidential)

Assistant Secretary (see Secretary)

Associate Justice (see Supreme Court)

Association, if part of name; capitalized  
standing alone if referring to Federal  
unit:

American Association for the Ad-  
vancement of Science; the associ-  
ation

Federal National Mortgage (Fannie  
Mae); the Association

Young Men's Christian; the associ-  
ation

Astrophysical Observatory (see Ob-  
servatory)

**Atlantic:**

Charter (see Charter)

coast

Coast States

Destroyer Flotilla; the destroyer flo-  
tilla; the flotilla

Fleet (see Fleet)

mid-Atlantic

North

Pact (see Pact)

seaboard

slope

South

time, standard time (see time)

*but* cisatlantic; transatlantic

Attorney General (U.S.); *but* attorney  
general of Maine, etc.

attorney, United States

Authority, capitalized standing alone if  
referring to Federal unit:

National Shipping; the Authority

Port of New York; the port author-  
ity; the authority

St. Lawrence Seaway Authority of  
Canada; the authority

Tennessee Valley; the Authority

autumn

Avenue, Constitution, etc.; the avenue

Award: Distinguished Service, Merit,  
Mother of the Year, etc.; the award  
(see also decorations, etc.)

Axis, the (see alliances)

Badlands (S. Dak. and Nebr.)

Balkan States (see States)

Baltic States (see States)

Band, if part of name; the band:

Army, Marine, Navy, Sousa's

Eastern, etc. (of Cherokee Indians)

Bank, if part of name; the bank;  
capitalized standing alone if refer-  
ring to international bank:

Export-Import Bank of Washington  
(Eximbank); Export-Import Bank;  
the Bank

Farm Loan Bank of Dallas; Dallas

Farm Loan Bank; farm loan bank;  
farm loan bank at Dallas

Farmers & Mechanics, etc.

Federal home loan bank at Cum-  
berland

Federal Land Bank of Louisville;  
Louisville Federal Land Bank;

land bank at Louisville; Federal  
land bank

Federal Reserve Bank of New York;

Richmond Federal Reserve Bank;

*but* Reserve bank at Richmond;

Federal Reserve bank; Reserve

bank; Reserve city

First National, etc.

German Central; the Bank

International Bank for Reconstruc-  
tion and Development; the Bank

International Monetary; the Bank

International World; the Bank

*but* blood bank, central reserve, soil bank

Barracks, if part of name; the barracks:

Carlisle

Disciplinary (Leavenworth)

Marine (District of Columbia)

*but* A barracks; barracks A; etc.

Base, Andrews Air Force; Air Force

base; the base (see also Naval Base)

Basin (see geographic terms)

Battery, the (New York City)

Battle, if part of name; the battle:

of Gettysburg; *but* battle at Gettys-  
burg; etc.

of the Bulge; of the Marne; of the

Wilderness; of Waterloo; etc.

battlefield, Bull Run, etc.

battleground, Manassas, etc.

Belt, if part of name; the belt:

Corn

Cotton

Dairy

Ice

Wheat

*but* Bible belt, goiter belt

Bench (see Supreme Bench)

Benelux (see alliances)

Bible; Biblical; Scriptures; etc. (see  
also book)

Big Inch; Little Inch (pipelines)

bill, Kiess; Senate bill 217; House bill 31  
(see also appropriation bill)

Bill of Rights (historic document); *but*

GI bill of rights

Bizonia; bizonal; bizone

<sup>2</sup> See footnote 1, p. 32.



Bluegrass region, etc.

B'nai B'rith

Board, if part of name; capitalized standing alone only if referring to Federal, interdepartmental, District of Columbia, or international board:

Civil Aeronautics

Employees' Compensation Appeals

Federal Maritime

Federal Reserve (see Federal)

General (Navy)

Loyalty Review

Macy Board, etc. (Federal board with name of person)

Military Production and Supply (NATO)

of Directors (Federal unit); *but* board of directors (nongovernmental)

of Education (District of Columbia)

of Health of Montgomery County; Montgomery County Board of Health; the board of health; the board

of Managers (of the Soldiers' Home)

of Regents (Smithsonian)

of Visitors (Military and Naval Academies)

on Geographic Names

Bolshevik; Bolshevik (collective plural); Bolshevik; bolshevism

bond:

defense bond; defense savings bond; savings bond; defense savings bonds and stamps; E-bond; savings bonds and stamps

Victory bond; the bond

war savings bond; savings bond; war bond

*also* Governments, Treasuries

book:

books of the Bible

First Book of Samuel; etc.

Good Book (synonym for Bible)

book 1, I, etc.; *but* Book 1, when part of title: Book 1;<sup>3</sup> The Golden Legend

border, United States-Mexican

Borough, if part of name: Borough of the Bronx; the borough

Botanic Garden (National); the garden

Bowl, Dust, Ice, Rose, etc.; the bowl

Boxer Rebellion (see Rebellion)

Boy Scouts (the organization); a Boy Scout; a Scout

Branch, if part of name; capitalized standing alone only if referring to a Federal or District of Columbia unit:

Accounts Branch

Public Buildings Branch

*but* executive, judicial, or legislative branch

Bridge, if part of name; the bridge:

Arlington Memorial; Memorial

Francis Scott Key; Key

Bridge—Continued

M Street

*but* Pennsylvania Railroad bridge

Brother(s) (adherent of religious order)

Budget of the United States (publication); the Budget (Bureau implied); the budget

budget:

department

estimate

Federal

message

performance-type

President's

Building, if part of name; the building:

Capitol (see Capitol Building)

Colorado

House (or Senate) Office

Investment

New House (or Senate) Office

Old House Office

Pentagon

the National Archives; the Archives

Treasury; Treasury Annex

Bulletin 420; Farmers' Bulletin No. 420

Bureau, if part of name; capitalized standing alone if referring to Federal, District of Columbia, or international unit:

of Customs; Customs Bureau

of Engraving and Printing

of Foreign and Domestic Commerce

of Indian Affairs

of Mines; Mines Bureau

of Social Hygiene, New York; the bureau; etc.

of the Budget; Budget Bureau

Cabinet, American or foreign, if part of name or standing alone (see also foreign cabinets):

British Cabinet; the Cabinet

the President's Cabinet; the Cabinet;

Cabinet officer, member

Calendar, if part of name; the calendar:

Consent; etc.

House

No. 99

of Bills and Resolutions

Private

Senate

Unanimous Consent

Union

Wednesday (legislative)

Cambrian age (see Ages)

Camp Gary, etc.; the camp

Canal, with name; the canal:

Isthmian

Panama

Zone (Isthmian); the zone (see also Government)

Cape (see geographic terms)

Capital, Capital City, National Capital (Washington, D.C.); *but* the capital (State)

Capitol Building (State); the capitol

<sup>3</sup> See footnote 1, p. 32.



Capitol, the (Washington, D.C.):  
 Architect of (see Architect of the Capitol)  
 caucus room  
 Chamber  
 dome  
 Grounds  
 Hall of Fame; the Hall  
 Halls (House and Senate)  
 Halls of Congress  
 Hill; the Hill  
 Police (see Police)  
 Power Plant  
 Prayer Room  
 Press Gallery, etc.  
 rotunda  
 stationery room  
 Statuary Hall  
 the well (House or Senate)  
 Cemetery, if part of name: Arlington  
 National; the cemetery  
 Census:  
 Seventeenth Decennial (title); Seven-  
 teenth Census (title); the census  
 1950 census  
 1950 Census of Agriculture; the  
 census of agriculture; the census  
 the 14th and subsequent decennial  
 censuses  
 Center, Agricultural Research, etc.;  
 the center  
 central Asia, central Europe, etc.  
 Central States  
 central time, central standard time (see  
 time)  
 century, first, 20th, etc. (see rule 11.10)  
 Chair, the, if personified  
 Chairman:  
 of the Board of Directors; the Chair-  
 man (Federal); *but* chairman of the  
 board of directors (non-Federal)  
 of the Committee of the Whole  
 House; the Chairman  
 of the Federal Trade Commission;  
 the Chairman  
 of the Loyalty Board; the Chairman  
*but* chairman of the Appropriations  
 Committee  
 Chamber of Commerce; the chamber:  
 of Boston; Boston Chamber of Com-  
 merce; the chamber of commerce  
 of the United States; U.S. Chamber  
 of Commerce; the chamber of  
 commerce  
 Chamber, the (Senate or House)  
 channel 3 (TV); the channel (see also  
 geographic terms, p. 43)  
 Chaplain (House or Senate); *but* Navy  
 chaplain  
 chapter 5, II, etc.; *but* Chapter 5, when  
 part of title: Chapter 5:<sup>4</sup> Research  
 and Development  
 Chargé d'Affaires, British, etc.; the  
 Chargé d'Affaires; the Chargé  
 chart 2, A, II, etc.; *but* Chart 2, when  
 part of legend: Chart 2.—Army  
 strength

Charter, capitalized with name; the  
 charter:  
 Atlantic  
 United Nations  
 cheese: Camembert, Cheddar, Roque-  
 fort, etc.  
 Chief, if referring to head of Federal or  
 District of Columbia unit; the Chief:  
 Forester (see Forester)  
 Intelligence Office  
 Justice (U.S. Supreme Court); *but*  
 chief justice (of a State)  
 Magistrate (the President)  
 of Division of Publications  
 of Engineers (Army)  
 of Naval Operations  
 of Staff  
 of the Bureau of Insular Affairs  
 Chief Clerk, if referring to head of Fed-  
 eral or District of Columbia unit  
 Christian; Christian name, etc.; Chris-  
 tendom; Christianity; Christianize;  
*but* christen  
 church and state  
 church calendar:  
 Christmas  
 Easter  
 Lent  
 Whitsuntide (Pentecost)  
 Church, if part of name of organization  
 or building  
 Circle, if part of name; the circle:  
 Arctic  
 Logan  
*but* great circle  
 Circular 420  
 cities, sections of, official or popular  
 names:  
 East Side  
 Latin Quarter  
 North End  
 Northwest Washington, etc. (Dis-  
 trict of Columbia); *but* northwest  
 (directional)  
 the Loop  
 City, if part of corporate or popular  
 name; the city:  
 Kansas City; the two Kansas Citys  
 Mexico City  
 New York City  
 Twin Cities  
 Washington City; *but* city of Wash-  
 ington  
 Windy City  
*but* Reserve city (see Bank)  
 civil action No. 46  
 Civil Air Patrol (see Air Force)  
 Civil Service, capitalize only when  
 word "Commission" follows or is  
 implied:  
 the Civil Service has ruled  
*but* civil service employee, examina-  
 tion, etc.  
 Civil War (see War)  
 Clan, if part of tribal name; the clan  
 class 2, A, II, etc.; *but* Class 2 when  
 part of title: Class 2:<sup>4</sup> Leather Prod-  
 ucts

<sup>4</sup> See footnote 1, p. 22.

Clerk, the, of the House of Representatives; of the Supreme Court of the United States

coal sizes: pea, barley, buckwheat, stove, etc.

coast: Atlantic, east, gulf, west, etc.

Coast Guard, U.S.; the Coast Guard; Coastguardsman Smith; *but* a coastguardsman; a guardsman

Coastal Plain (Atlantic and Gulf)

Code (in shortened title of a publication); the code:

District

Federal Criminal

Internal Revenue

International (signal)

of Federal Regulations

Penal; Criminal; etc.

Pennsylvania State

Uniform Code of Military Justice

United States

*but* civil code; flag code; Morse code collection, Brady, etc.; the collection collector of customs

College, if part of name; the college:

Armed Forces Staff

Command and General Staff

Gettysburg

National War

of Bishops

*but* electoral college

college degrees: bachelor of arts, master's, etc.

Colonials (American Colonial Army); *but* colonial times, etc.

Colonies, the:

Thirteen

Thirteen American

Thirteen Original

*but* 13 separate Colonies

colonists, the

Colony: Cyprus, Crown Colony of Hong Kong; the colony, crown colony

Cominform (see U.S.S.R.)

Command, capitalize with name; the command:

Air Materiel

GHQ Far East

Joint Far Eastern

Potomac River Naval

Zone of Interior

Commandant, the (Coast Guard or Marine Corps only)

Commandos, the; Commando raid; a commando; a commandoman

Commission, if part of name; capitalized standing alone if referring to Federal, District of Columbia, or international commission:

Alaska Road

Atomic Energy

Civil Service

District (District of Columbia)

Electoral

International Boundary, United States, Alaska, and Canada

Commission—Continued

of Fine Arts

on Civil Rights

on Organization of the Executive Branch of the Government (Hoover)

Public Buildings

Public Utilities (District of Columbia)

Commissioner, if referring to Federal, District of Columbia, or international commission; the Commissioner

Land Bank; *but* land bank commissioner loans

of Customs

of Immigration and Naturalization

of Patents

of the District of Columbia; the Commissioner(s)

of the Five Civilized Tribes, etc.

U.S. (International Boundary Commission, etc.)

*but* a U.S. commissioner

Committee, if part of name; the Committee, if referring to international or noncongressional Federal committee or to the Committee of the Whole, the Committee of the Whole House, or the Committee of the Whole House on the State of the Union:

American Medical Association Committee on Education; the committee

Appropriations, etc.; the committee; Subcommittee on Appropriations; the subcommittee; subcommittee of the Appropriations Committee

Democratic National; the national committee; the committee; national committeeman

Democratic policy committee; the committee

Interagency Advisory Committee on Domestic Transport and Storage and Post Utilization; the Committee

Joint Committee on Atomic Energy; the Joint Committee; the committee; *but* a joint committee

of Defense Ministers (NATO); the Committee (see also Organization, North Atlantic Treaty)

of One Hundred, etc.; the committee on Finance; the committee

on Post Office and Civil Service; the committee

on Public Safety; the committee

President's Advisory Committee on Management; the Committee

Republican National; the national committee; the committee; national committeeman

Republican policy committee; the committee

## Committee—Continued

Select Committee on Astronautics and Space Exploration; the select committee  
 Senate policy committee  
 Subcommittee No. 5, etc.; the subcommittee  
 Subcommittee on Immigration  
*but* Kefauver committee  
*ad hoc* committee  
 Committee Print No. 32; committee print  
 Common Market (European Economic Community); *also* Common Market Treaty  
 Commonwealth of Australia, Massachusetts, etc.; British Commonwealth; the Commonwealth  
 Commune (of Paris)  
 Communist; communism; communistic  
 Communist government, etc. (see U.S.S.R.)  
 Community, European Coal and Steel; European Economic; the Community compact, U.S. marine fisheries, etc.; the compact  
 Company, if part of name; capitalized standing alone if referring to unit of Federal Government:  
   Panama Railroad Company; the Company  
   Procter & Gamble Co.; the company  
 Comptroller:  
   of the Currency; the Comptroller of the Post Office Department; the Comptroller  
 Comptroller General (U.S.); the Comptroller  
 conelrad  
 Confederacy (of the South)  
 Confederate Army; government; soldier; States  
 Confederation, Swiss; the Confederation  
 Conference, if referring to governmental (U.S.) or international conference:  
   Bretton Woods; the Conference  
   Judicial Conference of the United States; U.S. Judicial Conference; Judicial Conference; the Conference  
   Sixth Annual Conference of Southern Methodist Churches; the conference  
*but* conference of Governors; conference of mayors; Governors' conference  
 Confession, Augsburg  
 Congress (convention), if part of name; capitalized standing alone if referring to international congress:  
   International Good Roads; Good Roads; the Congress  
   of Parents and Teachers, National; the congress  
 Congress (legislature), if referring to national congress:  
   of Bolivia, etc.; the Congress of the United States; First, Second, 11th, 82d, etc. (see rule 11.10); the Congress

## Congressional:

Directory; the directory  
 District, First, 11th, etc.; the First, 11th, District (see rule 11.10); the congressional district; the district  
 Library; the Library  
 Medal of Honor (see decorations)  
*but* congressional action, committee, etc.  
 Congressman; Congressman at Large; Member of Congress; Member; membership  
 Constitution, with name of country; capitalized standing alone when referring to a specific national constitution; *but* New York State constitution; the constitution  
 constitutional  
 consul, British, etc.  
 consul general, British, etc.  
 consulate, British, etc.  
 Consumer Price Index (official title); the price index; the index; *but* a consumers' price index (descriptive)  
 Continent, only if following name; American Continent; the continent; *but* the Continent (continental Europe)  
 Continental:  
   Army; the Army  
   Congress; the Congress  
   Divide (see Divide)  
   Outer Continental Shelf  
   Shelf; the shelf  
 continental:  
   care not a continental, etc.  
   Europe, United States, etc.  
 Continentals (Revolutionary soldiers)  
 Convention, governmental (U.S.), international, or national political; the convention:  
   Constitutional (United States, 1787): the Convention  
   Democratic National  
   Genocide  
   19th Annual Convention of the American Legion  
   on International Civil Aviation  
   Universal Postal Union; Postal Union  
   *also* International Postal; Warsaw  
 convention of 1907 (not formal name)  
 Coordinator of Information; the Coordinator  
 copper age (see Ages)  
 Corn Belt (see Belt)  
 Corporation, if part of name; the Corporation, if referring to unit of Federal Government:  
   Commodity Credit  
   Federal Deposit Insurance  
   Petroleum Reserves  
   Rand Corp.; the corporation (see also abbreviation, p. 160)  
   St. Lawrence Seaway Development Corporation



## Corporation—Continued

Union Carbide Corp.; the corporation  
 Virgin Islands  
 Corps, if part of name; the corps (see also Reserve):  
   Adjutant General's  
   Army Hospital  
   Artillery  
   Chemical  
   Counterintelligence  
   Enlisted Reserve  
   Finance  
   Foreign Service Officer (see Foreign Service)  
   Judge Advocate General's  
   Marine (see Marine Corps)  
   Medical  
   Military Police  
   Nurse  
   of Engineers; Army Engineers; *but* Army engineer  
   Officers' Reserve  
   Ordnance  
   Quartermaster  
   Reserve Officers' Training (ROTC)  
   VII Corps, etc. (see rule 11.10)  
   Signal  
   Transportation  
   Women's Army (WAC); a Wac, the Wacs  
   *but* diplomatic corps  
   corpsman; hospital corpsman  
 Cotton Belt (see Belt)  
 Council, if part of name; capitalized standing alone if referring to Federal or international unit (see also United Nations):  
   Boston City; the council  
   Choctaw, etc.; the council  
   Federal Personnel; the Council  
   His Majesty's Privy Council; the Privy Council; the Council  
   National Security; the Council  
   of Foreign Ministers (NATO); the Council  
   of the Organization of American States; the Council  
   Philadelphia Common; the council  
   councilor, privy  
   Counsel (see General Counsel)  
 County, Frederick; county of Frederick;  
   County Kilkenny, etc.; the county  
 Court (of law) (see also Courtwork, pp. 225-236); capitalized if part of name of national or international court, U.S. court, district court, or State court; lowercased if part of the name of city or county court; capitalized standing alone if referring to the Supreme Court of the United States, to Court of Impeachment (U.S. Senate), or to international court:  
 Circuit Court of the United States for the Second Circuit; Circuit Court for the Second Circuit; the circuit court; the court

## Court—Continued

Court of Appeals of the State of Wisconsin, etc.; the court of appeals; the court  
 Court of Claims; the court  
 Court of Customs and Patent Appeals; the court  
 Court of Impeachment, the Senate; the Court  
 District Court of the United States for the Eastern District of Missouri; the district court; the court  
 District of Columbia municipal court  
 Emergency Court of Appeals, United States; the court  
 International Court of Justice; the Court  
 Permanent Court of Arbitration; the Court  
 Supreme Court of the United States (see Supreme Court)  
 Supreme Court of Virginia, etc.; the supreme court; the court  
 Tax Court; the court  
 U.S. Court of Appeals for the District of Columbia; the court  
 Covenant, League of Nations; the covenant  
 Creed, Apostles'; the Creed  
 Croix de Guerre (see decorations)  
 Crown, if referring to a ruler; *but* crown colony, lands, etc. (see rule 3.19)  
 Current, if part of name; the current:  
   Arctic  
   Humboldt  
   Japan  
   North Equatorial  
 customhouse; customs official  
 czar, czarist  
 Dairy Belt (see Belt)  
 Dalles, The; *but* the Dalles region  
 Dam (see geographic terms)  
 Dark Ages (see Ages)  
 Dark Continent (Africa)  
 Daughters of the American Revolution;  
   a Real Daughter; King's Daughters;  
   a Daughter  
 days (see holidays)  
 D-day, etc. (see holidays)  
 dean of the diplomatic corps  
 Declaration, capitalized with name:  
   of Independence; the Declaration  
   of Panama; the declaration  
 decorations, medals, etc., awarded by  
   United States or any foreign national government; the medal, the cross, the ribbon (see also awards):  
   Air Medal  
   Bronze Star Medal  
   Commendation Ribbon  
   Congressional Medal of Honor  
   Croix de Guerre  
   Distinguished Flying Cross  
   Distinguished Service Cross  
   Distinguished Service Medal  
   Good Conduct Medal



## decorations—continued

Iron Cross  
 Legion of Merit  
 Medal for Merit  
 Medal of Freedom  
 Medal of Honor  
 Purple Heart  
 Silver Star  
 Soldier's Medal  
 Victoria Cross  
 Victory Medal  
*also* Carnegie Medal, etc.

Decree (see Executive; Royal Decree)

Deep South

defense bond (see bond)

Defense Establishment (see Establishment)

De Gaulle Free French; Free French;  
 Fighting French; *but* de Gaullist

Deity, words denoting, capitalized  
 delegate (to a conference); the dele-  
 gate; the delegation

Delegate (U.S. Congress)

Delta, Mississippi River; the delta

Department, if part of name; capital-  
 ized standing alone if referring to  
 Federal, District of Columbia, or  
 international unit:

Highway (District of Columbia)

Post Office

Treasury

Yale University Department of  
 Economics; the department of  
 economics; the department

department:

clerk

legislative, executive, judicial depart-  
 ments

Depot, if part of name; the depot (see  
 also Station)

Deputy, if part of capitalized title; *but*  
 the deputy

## derivatives of proper names:

alaska seal (fur)	britannia metal
angora wool	britanniaaware
angstrom unit	brussels carpet
apache (Paris)	brussels sprouts
argyle wool	bunsen burner
artesian well	burley tobacco
astrakhan fabric	cesarean opera-
axminster rug	tion
babbitt metal	canada balsam
bakelite	(microscopy)
belleekware	carlsbad twins
benday process	(petrography)
bessemer steel	cashmere shawl
bohemian set	castile soap
bologna sausage	chantilly lace
bordeaux mix-	chesterfield coat
ture	china clay
bourbon whisky	chinese blue
bowie knife	climax basket
braille	collins (drink)
brazil nut	congo red
brazilwood	cordovan leather
brewer's yeast	coulomb
bristolboard	curie

## derivatives of proper names—con.

decauville rail	mach (no period)
degaussing ap-	number
paratus	madras cloth
delftware	maginot line
derby hat	manila paper
diesel engine,	maraschino
dieselize	cherry
dotted swiss	mason jar
epsom salt	maxwell
fedora hat	melba toast
fletcherize	mercerized fabric
frankfurt sau-	merino sheep
sage	monotype <sup>5</sup> mat-
frankfurter	ter
french chalk	morocco leather
french dressing	morris chair
french-fried po-	murphy bed
tatoes	navy blue
fuller's earth	nelson, half nel-
gargantuan	son, etc.
gauss	neon light
georgette crepe	newmarket cloak
german silver	newton
gilbert	nissen hut
glauber salt	norfolk jacket
gothic type	oriental rug
graham bread	osnaburg cloth
harderian gland	oxford shoe
harveyized steel	panama hat
herculean task	parianware
hessian fly	paris green
holland cloth	parkerhouse roll
hoolamite detec-	pasteurized milk
tor	persian lamb
hudson seal (fur)	petri dish
india ink	pharisaic
india rubber	philistine
intertype <sup>5</sup> slug	pitman arm
italic type	pitot tube
jamaica ginger	plaster of paris
japan varnish	portland cement
jersey fabric	prussian blue
johnin test	pullman car; pull-
joule	manize
kafircorn	quisling
klieg light	quixotic idea
knickerbocker	quonset hut
kraft paper	rembert wheel
lambert	roentgen
leghorn hat	roman candle
levant leather	roman cement
levantine silk	roman type
lilliputian	russia leather
linotype <sup>5</sup> slug	russian bath
logan tent	rutherford
london purple	sanforize
ludlow <sup>5</sup> type	saratoga chips
lufbery circle	scotch plaid
lynch law	scotch tape
lyonnaise pota-	shanghai
atoes	siamese twins
macadamized	simon pure
road	spanish omelet

<sup>5</sup> Lowercased as adjective, but still capitalized if referring to machine itself.

derivatives of proper names—con.

stillson wrench	vaseline
stubs wire	venetian blind
surah silk	venturi tube
swiss cheese, <i>but</i>	victoria (carriage)
Swiss watch	vienna bread
tabasco sauce	virginia reel
taintor gate	wedgwoodware
timothy grass	wheatstone
turkey red	bridge
turkish towel	wilton rug
utopia, utopian	woodruff key
vandyke collar	zeppelin

deutsche mark

diplomatic corps (see also Corps; service)

Director, if referring to head of Federal,

District of Columbia, or international unit; the Director:

District Director of Internal Revenue

of Coast and Geodetic Survey

of Fish and Wildlife Service

of the Budget

of the Mint

of Vehicles and Traffic

*but* director, board of directors (non-governmental)

Director General of Foreign Service;

the Director General; the Director

Distinguished Service Medal, etc. (see decorations)

District, if part of name; the district:

Alexandria School District No. 4; the school district

Chicago Sanitary; the sanitary district

Congressional (see Congressional)

Federal (see Federal)

1st Naval; naval district

Grant County Public Utility; the utility district

Imperial Valley Irrigation; the irrigation district

Los Angeles Water; the water district

Manhattan Engineer (atomic)

*but* customs district No. 2; first assembly district; school district No. 4

District of Columbia; the District:

Anacostia Flats; the flats

Arlington Memorial Bridge; the Memorial Bridge; the bridge

District jail; the jail

Engineer Commissioner; the Commissioner

Engineer Department; the Department

General Hospital; the hospital

Highway Bridge; 14th Street Bridge; the bridge

juvenile court; the court

Mall, the

Metropolitan Police; Metropolitan policeman; the police

Monument Grounds; the grounds

Monument, Washington; the monument

District of Columbia—Continued

municipal court

police court

Public Library; the library

Reflecting Pool; the pool

Speedway, the

Tidal Basin; the basin

Washington Channel; the channel

Divide, Continental (Rocky Mountains); the divide

Divine Father; *but* divine guidance, divine providence, divine service

Division, Army, if part of name: 1st Division; the division

Division, if referring to Federal or District of Columbia governmental unit; the Division:

Electro-Motive Division; the division; *but* division of General Motors

of Air Services

of Parcel Post

of Railway Mail Service

of the Federal Register

Passport

Trinity River division (reclamation); the division

Dixie; Dixiecrat

docket No. 66

Doctrine, Monroe; the doctrine; *but* Truman, Eisenhower doctrine

Document, if part of name; the document:

Document No. 2

Document Numbered One Hundred and Thirty

Dominion of Canada, of New Zealand, etc.; the Dominion; *but* British dominions; a dominion; dominion

status

drawing II, A, 3, etc.; *but* Drawing 2 when part of title: Drawing 2.—

Hydroelectric Power Development

Driftless Area (Mississippi Valley)

Dust Bowl (see Bowl)

eagle boat (class)

earth, lowercase unless used with names of other planets

East:

Coast (Africa)

Europe (political entity)

Germany (political entity)

Middle, Mideast (Asia)

Near (Balkans)

South Central States

the East (section of United States); *also* Communist political entity

east:

Africa

coast (U.S.)

Pennsylvania

Eastern:

Europe (political entity)

Far (Orient) (see Far East)

Germany (political entity)

## Eastern—Continued

Gulf States  
 Hemisphere (see Hemisphere)  
 Middle, Mideastern (Asia)  
 North Central States  
 Shore (Chesapeake Bay)  
 States  
 United States  
 eastern:  
   France  
   seaboard  
   time, eastern standard time (see time)  
   Wisconsin  
 easterner  
 E-bond  
 elector, presidential (see Presidential)  
 electoral college; the electors  
 Elizabethan Age (see Ages)  
 Emancipation Proclamation (see Proclamation)  
 Embassy, British, etc.; the Embassy  
 Emperor, Ethiopian, etc.; the Emperor  
 Empire, Ethiopian, etc.; the Empire;  
   *but an empire*  
 Engine Company, Bethesda; engine company No. 6; No. 6 engine company; the company  
 Engineer Commissioner (see District of Columbia)  
 Engineer Department (see District of Columbia)  
 Engineer officer, etc. (of Engineer Corps)  
 Engineers, Chief of (see Chief)  
 Engineers, Corps of (see Corps)  
 Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister  
 Equator, the; equatorial  
 Establishment, if part of name; the establishment:  
   Army  
   Army Field  
   Defense  
   Military  
   Naval; *but* naval establishments  
   Navy  
   Post Office; Postal  
   Reserve  
   Shore  
   *but* civil establishment; legislative establishment  
 Estate, Girard (a foundation); the estate  
 estate, third (the commons); fourth (the press); etc.  
 European theater of operations; the European theater; the theater  
 Excellency, His; Their Excellencies  
 Exchange, New York Stock; the stock exchange; the exchange  
 Executive (President of United States):  
   Decree No. 100; Decree 100; *but* Executive decree  
   Document No. 95  
   Mansion; the mansion; the White House

## Executive—Continued

Office; the Office  
 Order No. 34; Order 34; *but* Executive order  
 power  
 executive:  
   agreement  
   branch  
   communication  
   department  
   document  
   paper  
 exhibit 2, A, II, etc.; *but* Exhibit 2, when part of title: Exhibit 2:<sup>6</sup> Capital Expenditures, 1935-49  
 Expedition, Byrd; Lewis and Clark; the expedition  
 Experiment Station (see Station)  
 Explorer I, etc.  
 Exposition, California-Pacific International, etc.; the exposition  
 Express, if part of name: Federal Express, the  
 Fair Deal  
 Fair, World's, etc.; the fair  
 Falangist  
 fall (season)  
 Falls, Niagara; the falls  
 fanciful appellations capitalized:  
   Bay State (Massachusetts)  
   Big Four (powers, railroad, etc.)  
   City of Churches (Brooklyn)  
   Fair Deal  
   Great Father (the President)  
   Keystone State (Pennsylvania)  
   New Deal  
   the Hub (Boston)  
 Far East, Far Eastern (the Orient); Far West (U.S.); *but* far western  
 Farm, if part of name; the farm:  
   Johnson Farm; *but* Johnson's farm  
   San Diego Farm  
   Wild Tiger Farm  
 Fascist; Fascisti; fascism  
 Father of his Country (Washington)  
 Federal (synonym for United States or other sovereign power):  
   District (Mexico)  
   Government (of any national government)  
   grand jury; the grand jury  
   land bank (see Bank)  
   Personnel Council (see Council)  
   Register (publication); the Register  
   Reserve bank (see Bank)  
   Reserve Board, the Board; *also* Federal Reserve System, the System;  
   Federal Reserve Board Regulation W, *but* regulation W  
 federally  
 fellow, fellowship (academic); lower-case with name  
 Field, Byrd, Stewart, etc.; the field  
 fifth column; fifth columnist  
 figure 2, A, II, etc. (illustration); *but* Figure 2, when part of legend: Figure 2.—Market scenes

<sup>6</sup> See footnote 1, p. 32.



## firm names:

A-C Spark Plug Co.  
 Allen-A Co.  
 Allen B. Du Mont Laboratories  
 Allis-Chalmers Manufacturing Co.  
 Aluminium, Ltd.  
 American Bank Note Co.  
 American Telephone & Telegraph Co.  
 Appleton-Century-Crofts, Inc.  
 Bausch & Lomb Optical Co.  
 Beech-Nut Life Savers, Inc.  
 Carson, Pirie, Scott & Co.  
 Champion Paper & Fibre Co.  
 Chance Vought Aircraft, Inc.  
 Chicago & North Western Railway Co.  
 Colgate-Palmolive Co.  
 Colt's Patent Fire Arms Manufacturing Co.  
 Curtiss-Wright Corp.  
 D.C. Transit System, Inc.  
 Deepfreeze Appliance Division  
 De Laval Steam Turbine Co.  
 DeVilbiss Co.  
 Dillon, Read & Co.  
 Dow, Jones & Co.  
 Dun & Bradstreet  
 E. I. du Pont de Nemours & Co.  
 Francis I. du Pont & Co.  
 Eagle-Picher Co., Inc.  
 Electric Auto-Lite Co.  
 Fibreboard Paper Products Corp.  
 Great Atlantic & Pacific Tea Co. (A. & P.)  
 Grumman Aircraft Engineering Corp.  
 Halsey, Stuart & Co.  
 Harris-Intertype Corp.  
 Hart Schaffner & Marx  
 Houghton Mifflin Co.  
 Ingersoll-Rand Co.  
 Johns-Manville Corp.  
 Kennecott Copper Co.  
 R. G. LeTourneau, Inc.  
 Libbey-Owens-Ford Glass Co.  
 Libby, McNeill & Libby  
 Macmillan Co.  
 Merck Sharp & Dohme Division  
 Merrill Lynch, Pierce, Fenner & Smith  
 Montgomery Ward & Co.  
 Moore-McCormack Lines, Inc.  
 Olin Mathieson Chemical Corp.  
 Owens-Corning Fiberglas Corp.  
 Parke, Davis & Co.  
 J. C. Penney Co.  
 Phelps Dodge Corp.  
 Price Waterhouse & Co.  
 Procter & Gamble Co.  
 Rand McNally & Co.  
 Sears, Roebuck & Co.  
 Sperry Rand Corp.  
 Sunray Mid-Continent Oil Co.  
 Trans World Airlines  
 First Lady (wife of President)  
 First World War (see War)  
 flag code

## flag, U.S.:

Old Flag, Old Glory  
 Stars and Stripes  
 Star-Spangled Banner

## flags, foreign:

Tricolor (French)  
 Union Jack (British)  
 United Nations  
 Flats, Anacostia (see District of Columbia)  
 Fleet, if part of name; the fleet:  
 Atlantic  
 Channel  
 Grand  
 High Seas  
 Marine Force  
 Naval Reserve  
 Pacific, etc. (naval)  
 6th Fleet, etc.  
 United States

## floor (House or Senate)

## Force(s), if part of name; the force(s):

Active Forces  
 Air (see also Air Force)  
 Armed Forces (synonym for overall Military Establishment)  
 Army Field Forces; the Field Forces  
 Fleet Marine  
 Navy Battle (see Navy)  
 Navy Scouting (see Navy)  
 7th Task; the task force; *but* task force report (Hoover Commission)  
 United Nations Emergency; the Emergency Force; the Force; *but* United Nations police force

## foreign cabinets:

Foreign Office; the Office  
 Minister of Foreign Affairs; the Minister  
 Ministry of Foreign Affairs; the Ministry  
 Premier  
 Prime Minister

## Foreign Legion (French); the legion

## Foreign Service; the Service:

officer  
 Officer Corps; the corps  
 Reserve officer; the Reserve officer  
 Reserve Officer Corps; the Reserve Corps; the corps  
 Staff officer; the Staff officer  
 Staff Officer Corps; the Staff Corps; the corps

## Forest, if part of name; the national forest; the forest:

Angeles National  
 Black  
 Coconino and Prescott National Forests

*but* State and National forests  
 Forester (Chief of Forest Service); the Chief; *also* Chief Forester  
 form 2, A, II, etc.; *but* Form 2, when part of title: Form 1040;<sup>7</sup> Individual Income Tax Return; *but* withholding tax form  
 Fort McHenry, etc.; the fort

<sup>7</sup> See footnote 1, p. 32.



Foundation, if part of name; capitalized standing alone if referring to Federal unit:

Chemical; the foundation  
 Infantile Paralysis; the foundation  
 National Science; the Foundation  
 Russell Sage; the foundation  
 Founding Fathers (colonial)  
 four freedoms  
 Four Power Pact (see Pact)  
 free list; *but* Title I: <sup>8</sup> Free List  
 free trade area  
 free world  
 Frisco (for San Francisco; no apostrophe)

Fritalux (see alliances)  
 Fund, if part of name; capitalized standing alone if referring to international or United Nations fund:  
 Common Market  
 Development Loan Fund; the Fund (U.S. Government corporation)  
 International Monetary  
 Rockefeller Endowment; the fund  
 Special Projects  
*but* civil service retirement fund;  
 mutual security fund; national service life insurance fund; revolving fund

Gadsden Purchase  
 Gallery of Art, National (see National)  
 Garand rifle  
 Geiger counter  
 General Agreement (see Agreement)  
 General Board (of Navy) (see Board)  
 General Counsel; the Counsel (Federal)  
 General Order No. 14; General Orders, No. 14; a general order  
 gentile

geographic terms, such as those listed below, <sup>9,10</sup> capitalized if part of name; lowercased in general sense (rivers of Virginia and Maryland):

Archipelago	Bay
Area	Bayou
Arroyo	Beach
Atoll	Bench
Bank	Bend
Bar	Bight
Basin, Upper	Bluff
(Lower) Colorado River,	Bog
etc. (legal entity); <i>but</i>	Borough (boro)
Hansen flood-control basin;	Bottom
Missouri	Branch (stream)
River basin	Brook
(drainage);	Butte
upper Colorado River	Canal; the canal
storage project	(Panama)
ect	Canyon
	Cape
	Cascade
	Cave
	Cavern

geographic terms—continued

Channel; <i>but</i>	Mesa
Mississippi	Monument
River channel(s)	Moraine
Cirque	Mound
Coulee	Mount
Cove	Mountain
Crag	Narrows
Crater	Neck
Creek	Needle
Crossroads	Notch
Current (ocean feature)	Oasis
Cutoff	Ocean
Dam	Oxbow
Delta	Palisades
Desert	Park
Divide	Pass
Dome (not in geologic sense)	Passage
Draw (stream)	Peak
Dune	Peninsula
Escarpment	Plain
Falls	Plateau
Fault	Point
Flat(s)	Pond
Floodway	Pool
Ford	Port (water body)
Forest	Prairie
Fork (stream)	Range (mountain)
Gap	Rapids
Geyser	Ravine
Glacier	Reef
Glen	Reservoir
Gorge	Ridge
Gulch	River
Gulf	Roads (anchorage)
Gut	Rock
Harbor	Run (stream)
Head	Sea
Hill	Seaway
Hogback	Shoal
Hollow	Sink
Hook	Slough
Hot Spring	Sound
Icefield	Spit
Inlet	Spring
Island	Spur
Isle	Strait
Islet	Stream
Keys (Florida only)	Summit
Knob	Swamp
Lagoon	Terrace
Lake	Thoroughfare
Landing	Trench
Ledge	Trough
Lowland	Volcano
Marsh	Wash
Massif	Waterway
	Woods

Geological Survey (see Survey)

German measles

GI bill of rights

Girl Scouts (organization); a Girl Scout;  
 a Scout

G-man

<sup>8</sup> See footnote 1, p. 32.

<sup>9</sup> List compiled with the cooperation of the U.S. Board on Geographic Names.

<sup>10</sup> See also footnote on p. 58.

Gold Star Mothers (see American)  
 Golden Age (see Ages)  
 Golden Rule  
 Gospel, if referring to the first four books of the New Testament; *but* gospel truth  
 Government:  
   British, Soviet, etc.; the Government Canal Zone; the government department, officials, -owned, publications, etc. (U.S. Government)  
   National and State Governments  
   Printing Office (see Office)  
   U.S.; National; Federal; Central; General  
 government:  
   Churchill  
   Communist  
   European governments  
   Federal, State, and municipal governments  
   insular; island  
   military  
   seat of  
   State  
   State and Provincial governments  
   Territorial  
 governmental  
 Governor:  
   of Puerto Rico; the Governor of the Federal Reserve Board; the Governor  
   of the Panama Canal; the Governor of Wisconsin, etc.; the Governor *but* State Governor(s); Governors' conference; a Governor  
 Governor General of Canada; the Governor General  
 grade, market (see market grades)  
 Grand Army of the Republic; the Grand Army; the Army  
 Grand Army Post No. 63; Post No. 63; Grand Army post; the post  
 grand jury (see Federal)  
 Grange, the (National)  
 graph 2, A, II, etc.; *but* Graph 2, when part of title: Graph 2.—Production Levels  
 Great:  
   Basin  
   Beyond  
   Divide  
   Father (see fanciful appellations)  
   Lakes; the lakes; lake(s) traffic  
   Plains; *but* southern Great Plains  
   Rebellion (see Rebellion)  
   War (see War)  
   White Way (New York City)  
 great circle (navigation)  
 Greater Los Angeles, Greater New York  
 gross national product (GNP)  
 Group:  
   Military Advisory Group; the group  
   Standing (see Organization)

group 2, II, A, etc.; *but* Group 2, when part of title: Group II: <sup>11</sup> List of Countries by States  
 guaranteed annual wage (GAW)  
 Guard, National (see National)  
 guardsman (see Coast Guard; National Guard)  
 Gulf:  
   Coast States; *but* gulf coast of Mexico; the gulf  
   States  
   Stream; the stream  
 Hall (U.S. Senate or House)  
 Halls of Congress  
 H-bomb; H-hour  
 Headquarters:  
   Alaska Command; the command headquarters  
   4th Regiment Headquarters; regimental headquarters  
   32d Division Headquarters; the division headquarters  
 Heaven (Deity); heaven (place)  
 Hells (no apostrophe) Canyon  
 Hemisphere, Eastern; Western; etc.; the hemisphere  
 High Church  
 High Commissioner  
 High Court (see Supreme Court)  
 High School, if part of name: Western; the high school  
 Highway Bridge (Washington, D.C.); the bridge  
 Highway No. 40; Route 40; State Route 9; the highway  
 His Excellency the Duke of Athol, etc.; His Excellency; Their Excellencies  
 His Majesty; Her Majesty; Their Majesties  
 historic events and epochs:  
   Reformation, the  
   Renaissance, the  
   Restoration, the (English)  
   Revolution of July (French)  
   Revolution, the (American, 1775; French, 1789; English, 1688)  
 holidays and special days:  
   Admission Day  
   All Fools' Day  
   Arbor Day  
   Armed Forces Day  
   Christmas Day, Eve  
   Columbus Day  
   D-day; D-plus-4-day  
   Father's Day  
   Flag Day  
   Founders' Day  
   Fourth of July  
   Halloween  
   Inauguration Day  
   Independence Day  
   Labor Day  
   Lincoln's Birthday  
   M-day

<sup>11</sup> See footnote 1, p. 32.

holidays and special days—continued  
 Memorial Day (also Decoration Day)  
 Mother's Day  
 New Year's Day, Eve  
 S-D Day (Safe-Driving Day)  
 Thanksgiving Day  
 V-E Day; V-J Day  
 Veterans (no apostrophe) Day  
 Washington's Birthday  
*but* election day; primary day  
 Holy Scriptures; Holy Writ (Bible)  
 Home (see Naval; Soldiers')  
 Hospital, if part of name; the hospital:  
   District of Columbia General  
   5th Regiment  
   Freedmen's  
   St. Elizabeths (no apostrophe)  
*but* naval (marine or Army) hospital  
 hospital corpsman (see corpsman)  
 House, if part of name:  
   Johnson house (private residence)  
   Lee (hotel); the house  
   of Representatives; the House (U.S.)  
   of the Woods (palace); the house  
   Office Building (see Building)  
   Ohio (State); the house  
*but* both Houses; lower (or upper)  
   House (Congress)  
 House of Representatives (U.S.), titles  
   of officers standing alone capital-  
   ized:  
   Chairman (Committee of the Whole)  
   Chaplain  
   Clerk; *but* legislative clerk, etc.  
   Doorkeeper  
   Official Reporter(s)  
   Parliamentarian  
   Postmaster  
   Sergeant at Arms  
   Speaker pro tempore  
   Speaker; speakership  
 Hudson's Bay Co.  
 Hurricane Carol, etc.  
 Hydrographer, the (Navy Department)

ice age (see Ages)

independence; in the year of our inde-  
 pendence the one hundred and sev-  
 enty-sixth

Indians:  
 Absentee Shawnee  
 Eastern (or Lower) Band of Chero-  
 kee; the band  
 Five Civilized Tribes; the tribes  
 Shawnee Tribe; the tribe  
 Six Nations (Iroquois Confederacy)

Inquisition, Spanish; the Inquisition

Institute, if part of name; capitalized  
 standing alone if referring to Fed-  
 eral or international organization:  
 National Cancer; the Cancer Insti-  
 tute; the Institute  
 National Institutes of Health; the  
 Institutes  
 of International Law; the Institute  
 Woman's Institute; the institute

Institution, if part of name; capitalized  
 standing alone if referring to  
 Federal unit:  
 Carnegie Institution; the institution  
 Smithsonian Institution; the Insti-  
 tution

insular government; island government

intercoastal waterway (see waterway)

interdepartmental

International Court of Justice (see  
 Court)

International Geophysical Year (see  
 Year)

International Postal Convention (see  
 Convention)

international:  
 banks (see Bank)  
 date line  
 law  
 Morse code (see Code)

interprovincial

interstate

Intracoastal Waterway; the waterway  
 (see also waterway)

intrastate

Irish potato

Iron Cross (see decorations)

Iron Curtain; the curtain

irrigation district (see District)

Isthmian Canal (see Canal)

Isthmus of Panama; the isthmus

Ivory Coast

Japan Current (see Current)

Jersey cattle

Jetty, Barnegat, etc.; the jetty

Jim Crow law, car, etc.

Joint Chiefs of Staff; Chiefs of Staff

Joint Committee on Atomic Energy  
 (see Committee)

Journal clerk; the clerk

Journal (House or Senate)

Judge Advocate General, the

judiciary, the

King of England, etc.; the King

Koran, the; Koranic

K-ration

Ku Klux Klan; the Klan

Laboratory, if part of name: Forest  
 Products; the Laboratory; *but* the  
 laboratory (non-Federal)

Lake; Erie, of the Woods, Salt; the lake

Lakes, Great (see Great Lakes)

Lane, if part of name: Maiden; the  
 lane

Latin American States (see States)

Latter-day Saints

law of nations

law, Walsh-Healey, etc.; law 176; law  
 No. 176; copyright law; Ohm's, etc.

Legal Adviser of the Department of  
 State; the Legal Adviser

Legation, Finnish, etc.; the Legation

Legion:  
 American; the Legion; a Legionnaire  
 French Foreign; the legion



Legislative Assembly, if part of name:  
 of New York; the legislative assembly;  
 of Puerto Rico; the legislative assembly;  
 legislative branch, clerk, session, etc.

Legislature:

National Legislature (U.S. Congress);  
 the Legislature  
 Ohio Legislature; Legislature of Ohio;  
 the legislature

lend-lease materials, etc. (see also Act)

Letters Patent No. 378,964; *but* patent  
 No. 378,964; letters patent

Levant, the (Mediterranean region)

Liberty Bell; Liberty ship

Librarian of Congress; the Librarian

Library:

Army; the library

Franklin D. Roosevelt; the library

of Congress; the Library

Public (District of Columbia); the  
 library

Lieutenant Governor of Idaho, etc.; the  
 Lieutenant Governor

Light, if part of name; the light:

Boston

Buffalo South Pier Light 2; *but* light  
 No. 2; light 2

*but* Massachusetts Bay lights

Lighthouse (see Light Station)

Lightship, if part of name; the light-  
 ship:

Grays Reef Lightship

North Manitou Shoal Lightship

Light Station, if part of name; the light  
 station; the station:

Minots Ledge Light Station

Watch Hill Light Station

Line(s), if part of name; the line(s):

Burlington Lines (railroad)

Greyhound Line (bus)

Holland-America Line (steamship)

line:

DEW

Mason-Dixon line *or* Mason and  
 Dixon's line

Pinetree

State

Little Inch; Big Inch (pipelines)

Little Steel formula, etc.

Local: Teamsters Local Union No. 15;  
*but* local No. 15

local time, local standard time (see time)

Loop, the (see cities)

Louisiana Purchase

Low Church

Lower, if part of name:

California (Mexico)

Colorado River Basin

Egypt

Peninsula (of Michigan)

*but* lower (or upper) House of Con-  
 gress; lower Mississippi

Magna Carta

Majesty, His, Her (see His Majesty)

Majority Leader Johnson; *but* the  
 majority leader (U.S. Congress)

Mall (see District of Columbia)

Manager, General Manager (AEC),  
 if referring to head of Federal or  
 District of Columbia unit

Mansion, Executive (see Executive)

map 3, A, II, etc.; *but* Map 2, when  
 part of title: Map 2.—Railroads of  
 Middle Atlantic States

Marine Corps; the corps:

man

Marines (the corps); *but* marines  
 (individuals)

Organized Reserve; the Reserve  
*also* a marine, a woman marine, the  
 women marines (individuals)

Maritime Provinces (Canada) (see  
 Province)

market grades and classes:

U.S. grade A

Western, Mixed, Malting Two-rowed  
 (barley)

Red Kidney, U.S. No. 2 Pea (beans)

Prime, Choice, Good (cattle)

Yellow, White, Mixed, Dent (corn)

Middling, Strict Good Ordinary,  
 Strict Low Middling, Good Ordina-  
 ry, etc. (cotton)

Timothy Light Clover Mixed, Up-  
 land Prairie (hay)

White, Red, Mixed (oats)

Yellow, Black, Mixed (soybeans)

Flue-cured, Fire-cured, Cigar-wrap-  
 per (tobacco)

Hard Red Spring, Red Durum,  
 Durum, Hard Red Winter, White,  
 Mixed, etc. (wheat)

Grade 60's, or one-half blood (wool)

Marshal (see Supreme Court)

Marshall plan (see plan)

Mason-Dixon line (see line)

M-day

medals (see decorations)

Member, if referring to Senator, Rep-  
 resentative, Delegate, or Resident  
 Commissioner of U.S. Congress; *also*  
 Member at Large; Member of Parli-  
 ament, etc.; *but* membership

Memorial Bridge, Arlington (see  
 Bridge)

Memorial Parkway, George Washing-  
 ton (see Parkway)

Merchant Marine Reserve; the Re-  
 serve; *but* U.S. merchant marine; the  
 merchant marine

Metropolitan Washington, etc.

midcontinent region

Middle Ages (see Ages)

Middle Atlantic States

Middle East; Mideast; Mideastern;  
 Middle Eastern (Asia)

middle Europe

Middle West, Midwest (section of  
 United States)



Middle Western States; Midwestern States; *but* midwestern farmers, etc.  
 Midsouth (section of United States)  
 Military Academy (see Academy)  
 Military Establishment (see Establishment)

Militia, if part of name; the militia:

1st Regiment Ohio

Indiana

Naval

of Ohio

Organized

milkshed, Ohio, etc. (region)

Minister Plenipotentiary; the Minister;

Minister Without Portfolio (see also foreign cabinets)

Ministry (see foreign cabinets)

Minority Leader Martin; *but* the minority leader (U.S. Congress)

Mint, Philadelphia, etc.; the mint

minutemen (colonial)

Mission, if part of name; the mission:

Gospel Mission

Mission 66

*but* diplomatic mission; military mission; Jones mission

Monroe Doctrine (see Doctrine)

Monument:

Bunker Hill; the monument

Grounds; the grounds (District of Columbia)

National (see National)

Washington; the monument (District of Columbia)

moon, lowercased unless used with names of other planets

Mountain States

mountain time, mountain standard time (see time)

Mr. Chairman; Mr. Secretary; etc.

Museum, capitalize with name; the museum:

Army Medical; the Medical Museum Field

National

National Air; the Air Museum

mutual defense assistance program

Nation (synonym for United States); *but* nationwide; *also* French nation, Balkan nations

Nation, Creek; Osage; etc.; the nation nation, in general, standing alone

National, in conjunction with capitalized name:

Academy of Sciences (see Academy) and State institutions, etc.

Archives, the (see The)

Capital (Washington); the Capital

Forest (see Forest)

Gallery of Art; the National Gallery; the gallery

Grange; the Grange

National—Continued

Guard, Ohio, etc.; Air National; the National Guard; the guard; a guardsman; *but* a National Guard man; National Guardsman

Institute (see Institute)

Legislature (see Legislature)

Monument, Muir, etc.; the national monument; the monument

Museum (see Museum)

Naval Medical Center (Bethesda, Md.)

Park, Yellowstone, etc.; Yellowstone Park; the national park; the park

Treasury; the Treasury

War College

Woman's Party; the party

Zoological Park (see Zoological)

national:

agency check (NAC)

anthem, customs, spirit, etc.

British, Mexican, etc.

defense agencies

stockpile

water policy (see policy)

Naval, if part of name:

Academy (see Academy)

Base, Guam Naval; the naval base

District, 1st Naval (see District)

Establishment (see Establishment)

Home (Philadelphia); the home

Militia; the militia

Observatory (see Observatory)

Potomac River Naval Command (see Command)

Reserve; the Reserve; a reservist

Reserve Force; the force

Reserve officer; a Reserve officer

Shipyards (if preceding or following name): Brooklyn Naval Shipyard; Naval Shipyard, Brooklyn; *but* the naval shipyard

Station (if preceding or following name): Key West Naval Station; Naval Station, Key West; the station

Volunteer Naval Reserve

War College; the War College; the college

Weapons Plant; the weapons plant; the plant

naval, in general sense:

command (see Command)

district (see District)

expenditures, maneuvers, officer, service, stores, etc.

petroleum reserves; *but* Naval Petroleum Reserve No. 2 (Buena Vista Hills Naval Reserve); reserve No. 2

navel orange

Navy, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Navy:

Admiral of the; the admiral

Battle Force; the Battle Force; the force

Establishment; the establishment

## Navy—Continued

Hospital Corps; hospital corpsman;  
the corps  
Regular  
regulation 56  
Scouting Force; the scouting force;  
the force  
Seabees (construction battalion); a  
Seabee  
7th Task Force (see Force)  
Nazi; nazism  
Near East (Balkans, etc.)  
Negro; Negress  
Network, Red, Blue; the network  
New Deal; anti-New Deal  
New, if part of name: New Willard  
New England States  
New World  
Niagara Frontier; the frontier  
Nike-Ajax, etc.  
Nine Power Treaty; the treaty  
North:  
Atlantic  
Atlantic Pact (see Pact)  
Atlantic States  
Atlantic Treaty (see Treaty)  
Atlantic Treaty Organization (see  
Organization)  
Equatorial Current (see Current)  
Korea  
Pole  
Star (Polaris)  
the North (section of United States)  
north:  
Africa  
Ohio  
north-central region, etc.  
northern Ohio  
Northern States  
northerner  
Northwest Pacific  
Northwest Territory (1799)  
Northwest, the (section of United  
States)  
Northwest Washington (see cities)  
Northwestern:  
States  
United States  
numbers capitalized if spelled out as  
part of a name:  
Charles the First  
Committee of One Hundred  
Fourteenth Census (see Census)  
Observatory, capitalized with name:  
Astrophysical; the Observatory  
Lick; the observatory  
Naval; the Observatory  
Occident, the; occidental  
Ocean, if part of name; the ocean:  
Antarctic  
Arctic  
Atlantic  
North Atlantic, etc.  
Pacific  
South Pacific, etc.  
Southwest Pacific, etc.

Office, if referring to unit of Federal or  
District of Columbia Government;  
the Office:  
Chicago Operations Office, etc.  
(AEC); the Operations Office  
Executive  
Foreign (see foreign cabinets)  
General Accounting Office; the Ac-  
counting Office  
Government Printing; the Printing  
Office  
New York regional office (including  
branch, division, or section there-  
in); the regional office; the office  
of Alien Property  
of Chief of Naval Operations  
of Education  
of Experiment Stations  
of the Secretary (Defense); Secre-  
tary's Office  
Patent  
officer:  
Army  
Marine; *but* naval and marine officers  
Navy; Navy and Marine officers  
Regular Army; Regular; a Regular  
Reserve  
WAC, WAVE  
Old Dominion (Virginia)  
Old South  
Old World  
Olympic games; Olympiad; VII Olympic  
games  
Operation Deep Freeze, Snowdrop,  
etc.; *but* Deep Freeze operation  
Order of Business No. 56 (congres-  
sional calendar)  
Ordnance:  
Corps (see Corps)  
Department; the Department  
Depot (see Depot)  
Organization, if part of name; capital-  
ized standing alone if referring to  
international unit:  
Educational, Scientific, and Cultural  
(UNESCO)  
International Labor  
North Atlantic Treaty (NATO):  
Chiefs of Staff  
Committee of Defense Ministers  
Council  
Council of Foreign Ministers  
Defense Committee  
Military Committee  
Military Production and Supply  
Board  
mutual defense assistance program  
Pact (see Pact)  
Regional Planning Group; the Group  
Standing Group; the Group  
of American States (formerly Pan  
American Union)  
United Nations (see United Nations)  
Organized:  
Marine Corps Reserve; Marine Re-  
serve; the Reserve  
Militia; the militia

## Organized—Continued

Naval Militia; the Naval Militia; the militia

Reserve Corps; the Reserve

Orient, the; oriental

Outer Continental Shelf (see Continental)

## Pacific (see also Atlantic):

coast

Coast (*or* Slope) States

Northwest

Northwest Pacific

seaboard

slope

South Pacific

States

time, Pacific standard time (see time)

*but* cispacific; transpacific

Pact, capitalized with name; lowercased standing alone:

Atlantic; Atlantic Defense

Baghdad

Four Power

Kellogg

North Atlantic; North Atlantic Defense

## pan-American

Pan American Union (see Organization of American States)

Panel, Atomic Energy Labor-Management Relations (Federal), etc; the Panel

Panhandle of Texas; Texas Panhandle; the panhandle; etc.

papers, Woodrow Wilson, etc.; the papers; *but* white paper

Parish, Caddo, etc.; *but* parish of Caddo (Louisiana civil division); the parish

Park, Fairmount, etc.; the park (see also National)

Park Police, U.S. (District of Columbia); park policeman

Park, Zoological (see Zoological)

Parkway, George Washington Memorial; the memorial parkway; the parkway

Parliament, Houses of; the Parliament

Parliamentarian (U.S. Senate or House)

part 2, A, II, etc.; *but* Part 2, when part of title: Part 2:<sup>12</sup> Iron and Steel

Industry

party, political (see political parties)

Pass, Brenner, capitalized if part of name; the pass

patent (see Letters Patent)

Peninsula, Upper (Lower) (Michigan); the peninsula

Penitentiary, Albany, etc.; the penitentiary

Permanent Court of Arbitration (see Court)

Philippine Republic (see Republic)

Pilgrim Fathers (1620); the Pilgrims; a Pilgrim

Place, if part of name: Jefferson Place; the place

Plains (Great Plains), the plan:

Colombo

controlled materials

5-year

Marshall (European recovery program)

Reorganization Plan No. 6 (Hoover Commission); plan No. 1

Planetarium, Fels, Hayden; the planetarium

Plant, Rockford Arsenal; the plant; *but* Savannah River (AEC) plant;

United States Steel plant

plate 2, A, II, etc.; *but* Plate 2, when part of title: Plate 2.—Rural Structures

Plaza, Union Station (Washington, D.C.); the plaza

point 4; point 4 program

Pole: North, South; the pole; subpolar

Pole Star (Polaris); polar star

Police, if part of name; the police:

Capitol

Metropolitan (District of Columbia)

Park, U.S. (District of Columbia)

White House

policy, national water

political parties and adherents (Party, if part of name; the party):

Communist; a Communist; a Commie

Conservative; a Conservative

Democratic; a Democrat

Free Soil; a Free Soiler

Independent; an Independent

National Woman's; Woman's Party

Progressive; a Progressive

Republican; Grand Old Party; *but*

grand old Republican Party; a Republican

Socialist; a Socialist

States' Rights; States' Righter; a

Dixiecrat; *but* States rights (in general sense)

Pool, Northwest Power, etc.; the pool

Pope; *but* papal, patriarch, pontiff, primate

Port, if part of name; the port:

of New York Authority (see Authority)

*but* Baltimore port; port of Baltimore

Post Office (Department implied)

Post Office Box (not abbreviated), capitalized as part of address;

otherwise lowercased

postal savings account

Postal Savings System (see System)

Postal Union (see Union)

Postmaster General

Powers, if part of name; the powers (see also alliances)

Allied (World Wars I and II)

Axis (World War)

Big Four

*but* European powers

<sup>12</sup> See footnote 1, p. 32



precinct; first, 11th precinct (see rule 11.10)  
 Premier (see foreign cabinets)  
 Preserve, Wichita National Forest Game; etc.; Wichita Game Preserve; Wichita preserve  
 Presidency (office of head of government)  
 President:  
   of the United States; the Executive; the Chief Magistrate; the Commander in Chief; the President-elect; ex-President; former President; also preceding name  
   of any other country; the President of Federal or international unit  
*but* president of the Erie Railroad  
 Presidential assistant, authority, order, proclamation; *but* presidential candidate, election, timber, year  
 Prime Minister (see foreign cabinets)  
 Prison, Auburn, etc.; the prison  
 Privy Council, His Majesty's (see Council)  
 Prize, Nobel, Pulitzer, etc.; the prize  
 Proclamation, Emancipation; Presidential Proclamation No. 24; Proclamation No. 24; the proclamation; *but* Presidential proclamation  
 program:  
   European recovery  
   mutual defense assistance  
   point 4  
   universal military training  
 project:  
   Central Valley  
   Manhattan  
   McNary Dam  
   Rochester atomic energy  
   University of California atomic energy  
 Project Farside, Sidewinder, Vanguard, etc.; *but* Vanguard project  
 Province, Provincial, if referring to an administrative subdivision: Ontario Province; Province of Ontario; Maritime Provinces (Canada); the Province  
 Proving Ground, Aberdeen, etc.; the proving ground  
 Public Act 26; Public Law 9; Public 37; Public Resolution 3; *also* public enemy No. 1  
 Public Printer; the Government Printer; the Printer  
 public utility district (see District)  
 Pueblo, Santa Clara; the pueblo  
 Puerto Rico:  
   government  
   Governor of; the Governor  
   Legislative Assembly of; the legislative assembly  
   Provisional Regiment; *but* Puerto Rico regiment  
   Resident Commissioner  
 Purchase, Gadsden, Louisiana, etc.  
 Puritan; puritanical  
 Quad Cities (Davenport, Rock Island, Moline, and East Moline)

Ranch, King, etc.; the ranch  
 Range, Cascade, etc. (mountains); the range  
 Rebellion, if part of name; the rebellion:  
   Boxer  
   Great (Civil War)  
   War of the  
   Whisky  
 Reconstruction period (post-Civil War)  
 Red army  
 Red Cross, American (see American)  
 Reds, the; a Red (political)  
 Reformation, the  
 Reformatory, Elmira, etc.; the reformatory  
 Refuge, Blackwater Migratory Bird, etc.; Blackwater Bird Refuge; Blackwater refuge  
 region, north-central, etc.; first region, 10th region (see rule 11.10); mid-continent  
 Register of the Treasury; the Register  
 Regular Army, Navy; a Regular (see also officer)  
 regulation:  
   ceiling price regulation 8  
   56 (Navy)  
   supplementary regulation 22  
   Veterans Regulation 8; *but* veterans regulations  
   W (see also Federal Reserve Board)  
 Reign of Terror (France, 1792)  
 religious terms:  
   Bahai  
   Baptist  
   Brahman  
   Buddhist  
   Catholic; Catholicism; *but* catholic (universal)  
   Christian  
   Christian Science  
   Evangelical United Brethren  
   Hebrew  
   Latter-day Saints  
   Mohammedan  
   New Thought  
   Protestant; Protestantism  
   Seventh-day Adventists  
   Seventh-Day Baptists  
   Zoroastrian  
 Renaissance, the (era)  
 reorganization plan (see plan)  
 Report, if part of name (with date or number); the annual report; the report:  
   Annual Report of the Secretary of Defense for the year ended June 30, 1950  
   Hoover Commission Report on Paperwork; *but* Hoover Commission report; Hoover report; task force report  
   1950 Report of the Chief of the Forest Service  
   President's Economic Report; the Economic Report  
   Report No. 31



## Report—Continued

Railroad Retirement Board Annual Report, 1950; *but* annual report of the Railroad Retirement Board  
 17th Annual Report of the Public Printer; *but* 17th annual report  
 U.S. Reports (publication)  
 Reporter, the (U.S. Supreme Court)  
 Representative; Representative at Large (U.S. Congress)  
 Republic, capitalized if part of name; capitalized standing alone if referring to a specific government:  
   French  
   Irish  
   of Panama  
   of the Philippines; Philippine Republic  
   United Arab  
   United States  
*also* the American Republics; the Latin American Republics; South American Republics; the Republics  
 Reservation (forest, military, or Indian), if part of name; the reservation:  
   Great Sioux  
   Hill Military  
 Reserve, if part of name; the Reserve (see also Air Force; Army Corps; Foreign Service; Marine Corps; Merchant Marine; Naval):  
   Active  
   Air Force  
   Army  
   bank (see Bank)  
   Board, Federal (see Federal)  
   city (see Bank)  
   Civil Air Patrol  
   components  
   Enlisted  
   Establishment  
   Inactive  
   Naval  
   officer  
   Officers' Training Corps  
   Ready  
   Retired  
   Standby  
   Volunteer Naval  
   Women's (see Women's Reserve)  
 Reserves, the; reservist  
 Resident Commissioner (see Member; Puerto Rico)  
 Resolution, with number; the resolution:  
   House Joint Resolution 3  
   Public Resolution 6  
   Resolution 42  
   Senate Concurrent Resolution 18  
   *but* Kefauver resolution  
 Revised Statutes (U.S.); Supplement to the Revised Statutes; the statutes  
 Revolution, Revolutionary (if referring to the American, French, or English Revolution) (see also War)  
 Road, if part of name: Benning; the road

Roman numerals, common nouns used with, not capitalized:  
   book II; chapter II; part II; etc.  
   *but* Book II;<sup>13</sup> Modern Types (complete heading); Part XI;<sup>13</sup> Early Thought (complete heading)  
 route No. 12466; mail route 1742; railway mail route 1144; *but* Route 40, State Route 9 (highways)  
 Royal Decree No. 24; Decree 24; the royal decree  
 rule 21; rule XXI; *but* Rule 21, when part of title: Rule 21;<sup>13</sup> Renewal of Motion  
 Ruler of the Universe (Deity)  
 Rules:  
   of the House of Representatives; *but* rules of the House  
   Standing Rules of the Senate (publication); *but* rules of the Senate  
   *also* Commission rules  
 Sabbath; Sabbath Day  
 sanitary district (see District)  
 savings bond (see bond)  
 schedule 2, A, II, etc.; *but* Schedule 2, when part of title: Schedule 2;<sup>13</sup>  
   Open and Prepay Stations  
 School, if part of name; the school:  
   any school of the U.S. Army or Navy  
   Hayes  
   Pawnee Indian  
 school district (see District)  
 Scriptures; Holy Scriptures (the Bible)  
 Seabees (see Navy)  
 seaboard, Atlantic, eastern, etc.  
 Seaway (see geographic terms; Authority; Corporation)  
 Second World War (see War)  
 Secretariat (see United Nations)  
 Secretaries of the Army and the Navy;  
   *but* Secretaries of the military departments  
 Secretary, head of national governmental unit:  
   of Defense; of State; etc.; the Secretary  
   of State for Foreign Affairs (British); for the Colonies; etc.; the Secretary of the Smithsonian Institution; the Secretary  
   *also* the Assistant Secretary; the Executive Secretary  
   *but* secretary of the Interstate Commerce Commission; secretary of state of Iowa  
 Secretary General; the Secretary General:  
   Organization of American States (formerly Pan American Union)  
   South Pacific Commission  
   United Nations  
   section 2, A, II, etc.; *but* Section 2, when part of title: Section 2;<sup>13</sup> Test Construction Theory  
 Selective Service (see Service; System)

<sup>13</sup> See footnote 1, p. 32.

Senate (U.S.), titles of officers standing alone capitalized:

Chaplain  
Chief Clerk  
Doorkeeper  
Official Reporter(s)  
Parliamentarian  
Postmaster  
President of the  
President pro tempore  
Presiding Officer  
Secretary  
Sergeant at Arms  
Senate, Ohio (State); the senate  
Senator (U.S. Congress); *but* lower-cased if referring to a State senator, unless preceding a name  
senatorial  
Sergeant at Arms (U.S. Senate or House)  
Sermon on the Mount  
Service, if referring to Federal or District of Columbia unit; the Service:

Employment  
Extension  
Fish and Wildlife  
Foreign (see Foreign Service)  
Forest  
Immigration and Naturalization  
Internal Revenue  
Mediation and Conciliation  
National Park  
Officer Procurement  
Postal Transportation  
Secret (Treasury)  
Selective (see also System); *but* selective service, in general sense; selective service classification I-A, 4-F, etc.

Soil Conservation  
service:

airmail  
Army  
city delivery  
consular  
customs (see Bureau)  
diplomatic  
employment (State)  
extension (State)  
general delivery  
naval  
Navy  
parcel post  
postal  
postal field  
railway mail (see Division)  
rural free delivery; rural delivery;  
free delivery  
special delivery  
star route  
Shelf, Continental (see Continental)  
ship of state (unless personified)  
Sister(s) (adherent of religious order)  
Six Nations (see Indians)  
Smithsonian Institution (see Institution)

Socialist; socialism; socialistic (see also political parties)

Society, if part of name; the society:  
American Cancer Society, Inc.  
Boston Medical  
of the Cincinnati

soil bank

soil names:

Alpine Meadow	Podzol
Bog	Prairie
Brown	Ramann's Brown
Chernozem	Red
(Black)	Rendzina
Chestnut	Sierozem (Gray)
Desert	Solonchak
Gray - Brown	Solonetz
Podzolic	Soloth
Half Bog	Terra Rossa
Laterite	Tundra
Pedalfers	Wiesenboden
Pedocal	Yellow

Soldiers' Home, if part of name:  
Ohio Soldiers' Home; the soldiers' home; etc.

Soldiers' Home, the (District of Columbia only); the home

Solicitor for the Department of Commerce, etc.; the Solicitor

Solicitor General (Department of Justice)

Son of Man (Christ)

Sons of the American Revolution (organization); a Son; a Real Son

South:

American Republics (see Republic)

American States

Atlantic

Atlantic States

Deep South (U.S.)

Korea

Midsouth (U.S.)

Pacific

Pole

the South (section of United States);

Southland

southeast Asia

southern California, southeastern California, etc.

Southern States

Southern United States

southerner

Soviet (see U.S.S.R.)

Spanish-American War (see War)

Special Order No. 12; Special Orders, No. 12; a special order

Speedway, the (see District of Columbia)

Spirit of '76 (painting); *but* spirit of '76 (in general sense)

spring (season)

sputnik; *but* Sputnik I, etc.

Square, Lafayette, etc.; the square

Staff, Foreign Service (see Foreign Service)

Staked Plain

standard time (see time)

Star of Bethlehem  
 Star-Spangled Banner (see flag)  
 state:  
   and church  
   of the Union message  
   statehood, statehouse, stateside,  
   statewide  
   downstate, tristate, upstate  
   welfare  
 State:  
   government  
   legislature (see Legislature)  
   line, Iowa, Ohio-Indiana, etc.  
   New York  
   of Israel  
   of Pennsylvania  
   of Veracruz  
   out-of-State (adjective)  
   prison  
   rights; States rights  
   Vatican City  
 State's attorney  
 state's evidence  
 States:  
   Arab  
   Balkan  
   Baltic  
   Communitic  
   Eastern; *but* eastern industrial States  
   East North Central  
   East South Central  
   Eastern Gulf  
   Eastern North Central, etc.  
   Far Western  
   Gulf; Gulf Coast  
   Lake  
   Latin American  
   Middle  
   Middle Atlantic  
   Middle Western  
   Midwestern  
   Mountain  
   New England  
   North Atlantic  
   Northern  
   Northwestern, etc.  
   Organization of American  
   Pacific  
   Pacific Coast  
   rights  
   South American  
   South Atlantic  
   Southern  
   the six States of Australia  
   Thirteen Original  
   West North Central  
   West South Central  
   Western; *but* western Gulf; western  
   farming States  
 Station, if part of name; the station;  
   not capitalized if referring to sur-  
   veying or similar work:  
   Grand Central  
   Key West Naval (see Naval)  
   Nebraska Experiment Station; Ex-  
   periment Station, Nebraska; Ne-  
   braska station

Station—Continued  
   Syracuse Air Force  
   television station WSYR-TV  
   Union; Union Depot; the depot  
   WRC station; station WRC; radio  
   station WRC; broadcasting sta-  
   tion WRC  
   substation A  
 Statue of Liberty; the statue  
 Statutes at Large (U.S.) (see also  
   Revised Statutes)  
 stockpile, national  
 stone age (see Ages)  
 Stream, Gulf (see Gulf; Geographic  
   terms)  
 Street, if part of name; the street:  
   I Street (not Eye)  
   Fifteen-and-a-Half  
   110th Street  
   subcommittee (see Committee)  
 Subtreasury, New York, etc.; sub-  
   treasury at New York; the subtreas-  
   ury  
 subtropical, subtropic(s) (see tropical)  
 summer  
 summit meeting  
 sun, lowercased unless used with names  
   of other planets  
 Superintendent, if referring to head of  
   Federal or District of Columbia  
   unit; the Superintendent:  
   of Documents (Government Printing  
   Office)  
   of the Naval (or Military) Academy  
 Supplement to the Revised Statutes  
   (see Revised Statutes)  
 Supreme Bench; the Bench; *also* High  
   Bench; High Tribunal  
 Supreme Court (U.S.); the Court; *also*  
   High Court; titles of officers  
   standing alone capitalized:  
   Associate Justice; Justice  
   Chief Justice  
   Clerk  
   Marshal  
   Reporter  
 Surgeon General, the (Army, Navy,  
   and Public Health Service)  
 Survey, if part of name of Federal or  
   District of Columbia unit; the  
   Survey: Coast and Geodetic; Geo-  
   logical  
 System, if referring to Federal or Dis-  
   trict of Columbia unit; the System:  
   Alaska Communication System; the  
   system  
   Federal Credit  
   Federal Home Loan Bank  
   Federal Reserve  
   National System of Interstate and  
   Defense Highways; National Sys-  
   tem of Interstate Highways;  
   Interstate System of Highways;  
   Interstate Highway System; the  
   Interstate System; the National  
   System; the system; *but* highway  
   system; Federal road system



## System—Continued

Postal Savings

Selective Service (see also Service)

*but* Pennsylvania Railway system;  
Pennsylvania system; Bell System,  
the system*also* Federal land bank systemtable 2, II, A, etc.; *but* Table 2, when  
part of title: Table 2:<sup>14</sup> Degrees of  
Land Deterioration

task force (see Force; Report)

Team, USAREUR Field Assistance,  
etc.; the team

television station (see Station)

Territorial, if referring to a political  
subdivision

## Territory:

Northwest (1799); the territory

Trust Territory of the Pacific Islands,  
Pacific Islands Trust Territory; the  
trust territory, the territoryYukon, Northwest Territories; the  
Territory (ies), Territorial (Canada)*but* territory of: American Samoa,  
Guam, Virgin Islands; the territory,  
territorial<sup>14a</sup>Test, Otis Mental Ability Group, etc.;  
the group test; the test

## The, part of name, capitalized:

The Adjutant General (only when so  
in copy)The Dalles; The Hague; The Weirs;  
*but* the Dalles Dam; the Dalles  
region; the Hague Conference; the  
Weirs streets*but* the National Archives; the  
Archives; the Times; the *Mermaid*;  
the Federal ExpressThirteen American Colonies, etc. (see  
Colonies)

## Thirteen Original States

Thruway, New York; the thruway  
time:

Atlantic, Atlantic standard

central, central standard

eastern, eastern daylight, eastern  
standard

Greenwich civil, etc.

local, local standard

mountain, mountain standard

Pacific, Pacific standard

universal

title 2, II, A, etc.; *but* Title 2, when  
part of title: Title 2:<sup>14</sup> General Pro-  
visions

## Tomb:

Grant's; the tomb

of the Unknown Soldier; Unknown  
Soldier's Tomb; Tomb of the Un-  
knowns; the tomb (see also Un-  
known Soldier)

Tower, Eiffel, etc.; the tower

Township, Union; township of Union

trade names (see also list of trade  
names, p. 269)

Airwick

CinemaScope

Coca-Cola

Dacron

Deepfreeze

Ditto

Fiberglas

Mimeograph

Monel metal

Photostat

Plexiglas

Pyrex glass

Royal typewriter

Shredded Wheat

Snow Crop

Technicolor

Terramycin

Univac

transatlantic; transpacific; trans-Sibe-  
rian, etc.; *but* TransjordanTreasurer, Assistant, of the United  
States; the Assistant Treasurer; *but*  
assistant treasurer at New York, etc.;  
Treasurer of the United States; the  
Treasurer

Treasury notes; Treasurys

Treasury, of the United States; Gen-  
eral; National; Public; Register of the  
Treaty, if part of name; the treaty:

Jay Treaty

North Atlantic; North Atlantic De-  
fense

of Versailles

*but* treaty of 1919Tribunal, standing alone capitalized  
only in minutes and official reports of  
a specific arbitration; *also* High Tri-  
bunal; the Tribunal (Supreme Court)

Tricolor (see flags)

Triple A (any three A group)

Trizonia; trizonal; trizone

Tropic of Cancer, of Capricorn; the  
Tropicstropical; neotropic, neotropical; sub-  
tropic(s), subtropical

Trust, Power, etc.

trust territory (see Territory)

Tunnel, Lincoln, etc.; the tunnel; *but*  
irrigation, railroad, etc., tunnelTurnpike, Pennsylvania, etc.; the  
turnpike

Twin Cities (Minneapolis and St. Paul)

## U-boat

Under Secretary, if referring to officer  
of Federal Government; the Under  
Secretary:

of Agriculture

of State

of the Treasury

Uniform Code of Military Justice (see  
Code)Union, if part of proper name; capi-  
talized standing alone if synonym  
for United States or if referring to  
international unit:

European Payments; the Union

International Typographical; the  
Typographical Union; the unionPan American (see Organization of  
American States)Station; *but* union passenger station;  
union freight station<sup>14</sup> See footnote 1, p. 32.<sup>14a</sup> Hawaiian statehood removes last capitalized  
U.S. territory.



## Union—Continued

- Teamsters Union; the Teamsters; the union; *also* the Auto Workers, etc.
- Universal Postal; the Postal Union; the Union
- Western (see alliances)
- Woman's Christian Temperance *but* a painters union; printers union
- Union Jack (see flags)
- Union of Soviet Socialist Republics (see U.S.S.R.)
- Unit, if referring to Federal or District of Columbia branch; the Unit:
  - Alcohol Tax
  - Income Tax
  - but* Pasco unit
- United Nations:
  - Charter; the charter
  - Children's Fund (UNICEF); the Fund
  - Conference on International Organization; the Conference
  - Economic and Social Council; the Council
  - Educational, Scientific, and Cultural Organization (UNESCO) (see Organization)
  - Food and Agriculture Organization (FAO); the Organization
  - General Assembly; the Assembly
  - International Court of Justice; the Court
  - International Labor Organization (see Organization)
  - Little Assembly; the Assembly
  - Permanent Court of Arbitration (see Court)
  - Secretariat, the
  - Secretary General
  - Security Council; the Council
  - Special United Nations Fund for Economic Development (SUNFED)
  - Trusteeship Council; the Council
  - World Health Organization (WHO); the Organization
- universal:
  - military training (see program)
  - time (see time)
- Universal Postal Union (see Union)
- University, if part of name: Stanford; the university
- Unknown Soldier; Unknown of World War II; World War II Unknown; Unknown of Korea; Korea Unknown; the Unknowns (see also Tomb)
- Upper, if part of name:
  - Colorado River Basin
  - Egypt
  - Peninsula (of Michigan)
  - but* upper House of Congress
- U.S.S.R. (Union of Soviet Socialist Republics):
  - Cominform (Communist Information Bureau)
  - Communist International
  - Communist States

## U.S.S.R.—Continued

- Politburo
- Red army
- Reds, the; a Red
- Soviet, if part of name; capitalized standing alone if referring to central governmental unit:
  - Government; *but* Communist government
  - Moscow
  - National
  - of Labor and Defense
  - but* a soviet; sovietic; sovietism; sovietize
- Valley, Shenandoah, etc.; the valley; *but* the valleys of Maryland and Virginia
- Vari-Typer (trade name); *but* varityped, varityping
- V-E Day; V-J Day (see holidays)
- veteran, World War
- Veterans' Administration (see Administration)
- Veterans Day (see holidays)
- vice consul, British, etc.
- Vice President (same as President)
- Victoria Cross (see decorations)
- Victory:
  - bond (see bond)
  - ship
  - but* victory garden, speaker, etc.
- Voice of America; the Voice
- volume 2, A, II, etc.; *but* Volume 2, when part of title: Volume 2:<sup>15</sup> Five Rivers in America's Future
- Volunteer Naval Reserve (see Reserve)
- WAC (see Corps)
- War, if part of name:
  - Between the States
  - Civil
  - First World War; World War I; World War; Great War; Second World War; World War II
  - French and Indian (1754-63)
  - Mexican
  - of the Nations
  - of the Rebellion; the rebellion
  - of the Revolution; the Revolution of 1812; *but* war of 1914
  - Philippine Insurrection
  - Revolutionary
  - Seven Years'
  - Spanish
  - Spanish-American
  - the two World Wars
  - also* post-World War II
- war:
  - cold, hot
  - European
  - French and Indian wars
  - Indian
  - Korean
  - third world; world war III
  - with Mexico
  - with Spain

<sup>15</sup> See footnote 1, p. 32.

war bond (see bond)  
 War College, National (see College)  
 War Mothers (see American)  
 ward 1, 2, etc.; first, 11th, etc. (see rule 11.10)  
 Washington's Farewell Address  
 water district (see District)  
 waterway, inland, intercoastal, etc.;  
     *but* Intracoastal Waterway  
 Week, Fire Prevention; etc.  
 welfare state  
 West:  
     Coast (Africa); *but* west coast (U.S.)  
     End, etc. (section of city)  
     Europe (political entity)  
     Far West; Far Western States  
     Florida (1763-1819)  
     Germany (political entity)  
     Middle (United States); Midwest  
     South Central States, etc.  
     the West (section of United States;  
         *also* world political entity)  
 west, western Pennsylvania  
 Western:  
     civilization  
     countries  
     Europe(an) (political entity)  
     Germany (political entity)  
     Hemisphere; the hemisphere  
     North Central States  
     Powers  
     States  
     Union (see alliances)  
     United States  
     World  
     *but* far western; western farming  
         States (U.S.)  
 Wheat Belt (see Belt)  
 whip, the (of political party in Congress)  
 Whisky Rebellion (see Rebellion)  
 White House:  
     Blue Room  
     East Room  
     Police (see Police)  
     Red Room  
     State Dining Room  
 white paper, British, etc.  
 winter

woman marine, etc. (see Marine Corps)  
 Women's Army Corps (see Corps)  
 Women in the Air Force (WAF); a  
     Waf, Wafs (individuals)  
 Women's Reserve of the Coast Guard  
     Reserve; Women's Reserve; the  
     Reserve; SPAR, popular name,  
     made up of initial letters of motto  
     *semper paratus—always ready*; a Spar  
 Women's Reserve of the Naval Re-  
     serve; Women's Reserve; the Re-  
     serve; WAVES (women accepted for  
     volunteer emergency service); a  
     Wave  
 Wood, if part of name:  
     Belleau Wood  
     House of the Woods (palace)  
 World, New, Old  
 World War (see War)  
 World War II veteran  
 world's series

## X-ray

Year, International Geophysical; the  
     Geophysical Year; the Year  
 Young Men's Christian Association  
     (see Association)  
 Your Excellency; Your Honor; Your  
     Majesty; etc.

## Zone, if part of name; the zone:

Bizonia; bizonal  
 British (in Germany)  
 Canal (Panama)  
 Canal Zone Government  
 Eastern, Western (Germany)  
 Frigid  
 New York Foreign Trade; Foreign  
     Trade Zone No. 1; *but* the foreign  
     trade zone  
     of Interior (see Command)  
 Temperate, Torrid; the zone  
 Trizonia; trizonal  
     *but* Arctic, eastern standard time,  
     polar, tropical zone, etc.  
 Zoological Park (National); the zoo;  
     the park

## NOTES





## 5. SPELLING

(See also Compound Words; Abbreviations)

**5.1.** To avoid the confusion and uncertainty of various authorities on spelling, the Government Printing Office must of necessity adopt a single guide for the spelling of words the preferred forms of which are not otherwise listed or provided for in this manual. The guide is Webster's New International Dictionary, which, in successive editions, has been the accepted authority for Government printing for more than 90 years. Unless herein otherwise authorized, the Government Printing Office will continue to follow Webster's spelling. Colloquial and dialect spellings are not to be used unless required by the subject matter or specially requested.

### Preferred and difficult spellings

**5.2.** In addition to indicating the preferred forms of words with variant spellings, the list also contains other words frequently misspelled or causing uncertainty. (See also Word Division, a supplement to the STYLE MANUAL; for brief description, see p. 2.)

abattoir	aline	atheneum	boulder
aberration	allottee	attester	bourgeoisie
abetter	all ready (prepared)	autogiro	breach (gap)
abettor (law)	already (previous)	awhile (for some time)	breech (lower part)
abridgment	all right	a while (a short time)	brier
absorb (take in)	altogether	ax	briquet, -ted, -ting
adsorb (adhesion)	(completely)	aye	Britannia
abysmal	all together		broadax
a cappella	(collectively)		bronco
accede (yield)	aluminum	backward	brunet (masc., fem.)
exceed (surpass)	ambidextrous	baloney (buncombe)	buccaneer
accepter	ameba	bologna (sausage)	buncombe
acceptor (law)	ampoule	bandanna	bunion
accessory	analog	bargainer	bur
accommodate	analogous	bargainor (law)	burned
accordion	anemia	baritone	bus, buses
accouter	anesthetic	bark (boat)	butadiene
accursed	aneurysm	barreled, -ing	
acetic (acid)	anomalous	bastille	caffeine
ascetic (austere)	anonymous	battalion	calcareous
acknowledgment	antediluvian	bazaar	calcimine
acoustic	antibiotics (n.)	behoove	caldron
adapter	antibiotic (adj.)	beneficent	calender (paper finish)
adjurer	anyway (adv.)	benefited	caliber
adjuster	anywise (adv.)	bettor (wagerer)	caliper
ad nauseam	appall, -ed, -ing	beveled, -ing	calk
adviser	appareled, -ing	biased, -ing	calligraphy
adz	aquatic	bimetallism	callus (n.)
aegis	aqueduct	blessed	callous (adj.)
affect (influence)	archeology	bloc (group)	calorie
effect (result)	arrestor	blond (masc., fem.)	canceled, -ing
afterward	artifact	bluing	canceler
aging	artisan	bombazine	cancellation
aid (n., v.)	asafetida	born (birth)	candor
aide (military)	ascendance, -ant	borne (carried)	canister
aide-de-camp	ascent (rise)	bouillon (soup)	cannot
airplane	assent (consent)	bullion (metal)	cantaloup
albumen (egg)	assassinate		
albumin (chemistry)			

canvas (cloth)	confidant (masc., fem.)	discreet (prudent)	ensheathe
canvass (solicit)	confirmer	discrete (distinct)	ensnare
canyon	confirmer (law)	disheveled, -ing	enthrall
capital (city)	conjurer	disk	entrench
capitol (building)	connector	dispatch	entrepreneur
carabao (sing., pl.)	connoisseur	dissension	entrust
carat (weight)	consecrator	distention	entwine
caret (omission mark)	consensus	distill, -ed, -ing, -ment	envelop (v.)
carbureted, -ing	consignor	distributor	envelope (n.)
carburetor	consultor	diverter	enwrap
Caribbean	consummate	divorcee	eon
caroled, -ing	contradieter	doctoral	epaulet, -ed, -ing
carotene	converter	doctrinaire	epiglottitis
cartilage	conveyor	doggerel	epilog
caster (roller)	cooky	dossier	equaled, -ing
castor (oil)	coolie	doweled, -ing	erysipelas
casual (unimportant)	cornetist	downward	escaloped, -ing
causal (cause)	corollary	draft	escapable
catalog, -ed, -ing	corvette	dreadnought	esophagus
cataloger	councilor (of council)	dreamed	esthetic
catsup	counselor (advisor)	drought	etiology
caviar	counseled, -ing	dueled, -ing	evacuee
caviled, -ing	cozy	duffelbag	evanescent
caviler	crawfish	dullness	exhibitor
cecum	creneled, -ing	dumfound	exhilarate
center	crystaled, -ing	dwelt	exonerate
centipede	crystalline	dyeing (coloring)	exorbitant
cesarean	crystallize	dying (death)	expellent
chairmaned	cudgeled, -ing		exposé (exposure)
chaise longue	cyclopedia		(n.)
chancellor		eastward	expose (to lay open) (v.)
channeled, -ing	debarkation	ecstasy	exsiccate
chaperon	decalog	edema	extant (in existence)
chautauqua	defense	edgewise	extent (range)
chauvinism	demagog	electronics (n.)	extoll, -ed, -ing
check	demarcation	electronic (adj.)	eying
chiffonier	dependent	eleemosynary	eyrie
chili (pepper)	descendant (n., adj.)	elicit (to draw)	
chile con carne	desecrater	illicit (illegal)	falderal
chiseled, -ing	desiccate	embarrass	fantasy
chlorophyll	desuetude	embed	farther (distance)
cigarette	detractor	emboweled, -ing	further (not distance)
citable	develop, -ment	emboweler	
clamor	device (contrivance)	emigrant (go from)	favor
clew (nautical)	devise (convey)	immigrant (go into)	fecal
clue (other meanings)	dextrous	emigree	feces
climactic (climax)	diagramed, -ing	employee	fetal
climatic (climate)	diagrammatic	enameled, -ing	fetish
cocaine	dialed, -ing	encage	fetus
coconut	dialog	encase	fiber
cocoon	diaphragm	encave	fligree
coleslaw	diarrhea	enclasp	finable
colloquy	dickey	enclose	finagle
colossal	dieresis	enclosure	fiord <sup>1</sup>
combated, -ing	dieretic	encumber	flammable (not inflammable)
commingle	dietitian	encyclopedia	flection
commiserate	diffuser	endorse, -ment	fledgling
complement (complete)	dike	endwise	flier
complement (praise)	dilettante	enfeeble	flotage
confectionery	diphteria	enforce, -ment	flotation
		engraft	fluorescent
		enroll, -ed, -ing, -ment	focused, -ing
		enshade	forbade

<sup>1</sup> As common noun; as part of name, follow decisions of U.S. Board on Geographic Names.

forbear (endur- ance, etc.)	hemorrhage	labeled, -ing	meter
forebear (ances- tor)	heterogeneous	lacquer	mil ( $\frac{1}{1000}$ inch)
foresee	hiccup	lacrimal	mill ( $\frac{1}{1000}$ dollar)
forgettable	highfalutin	lateral	mileage
forgo (relinquish)	hijack	lath (wood)	miliary (tubercu- losis)
forego (precede)	Hindu	lathe (machine)	milieu
forswear	homeopath	laureled	milk cow
fortissimo	homeward	leitmotiv	millenary (1,000)
fricassee	homogeneity	lengthwise	millinery (hats)
fuchsia	homolog	leukemia	millennium
fueller	hypocrisy	leveled, -ing	minable
fulfill, -ed, -ing, -ment	hypotenuse	leveler	misspell
fulsome	idiosyncrasy	liaison	miter
fungus (n., adj.)	idyl	libelant	moccasin
funneled, -ing	impaneled, -ing	libeled, -ing	modeled, -ing
furor	impassé	libelee	modeler
fuse (all meanings)	imperiled, -ing	libeler	mold
fuze (follow copy in mili- tary printing)	impostor	license	molt
fuselage	impresario	licorice	moneys
fusillade	imprimatur	likable	monogramed, -ing
gage	indict (to accuse)	lilliputian	monolog
gaiety	indite (to com- pose)	linage (lines)	mortise
gaily	inequity (unfair- ness)	lineage (descent)	Moslem
galosh	iniquity (sin)	liquefy	movable
gamboled, -ing	inferable	liquor	mucilage
garrote	infol	liqueur	mucus (n.)
gasoline	ingenious (skillful)	liter	mucous (adj.)
gazetteer	ingenuous (sim- ple)	livable	mustache
gelatin	innocuous	loath (reluctant)	naphtha
generalissimo	innuendo	loathe (detest)	Navaho (but fol- low copy in congressional printing)
germane	inoculate	lodestar	
glamorous	inquire	lodestone	
glamour	inquiry	lodgment	
glycerin	install, -ed, -ing, -ment	logistics (n.)	
gobbledygook	installation	logistic (adj.)	
gobby	instill, -ed, -ing	louver	
gram	insure	luster	
graveled, -ing	intelligentsia	madam	
gray	interceptor	maize (corn)	
grievous	interment (burial)	maze (labyrinth)	
groveled, -ing	internment (de- tention)	maneuver	
gruesome	intern	manifold	
guarantee (n.; v.)	intervener	manikin	
guaranty (law)	intervenor (law)	mantel (shelf)	
guerrilla (preda- tory)	intransigent (n., adj.)	mantle (cloak)	
gorilla (ape)	inward	manywise (adv.)	
guttural	iridescent	marbleize	
gypsy	isosceles	margarin (chemis- try)	
hallelujah	italic	margarine (but- ter substitute)	
Halloween	jalopy	marihuana	
hara-kiri	jeweled, -ing, -er	marshaled, -ing	
harass	judgment	marshaler	
harebrained	jujitsu	marveled, -ing	
harken	kerneled, -ing	marvelous	
healthful (produc- ing health)	kerosene	meager	
healthy (with health)	kidnaped, -ing	medaled, -ing	
heinous	kidnap	medalist	
hemoglobin	kilogram	medieval	
	kopek	metaled, -ing	
		metalize	
		meteorology	
		(weather)	
		metrology	
		(weights and measures)	



parceled, -ing	promissory	selvage (edging)	sylvan
partisan	pronunciation	salvage (save)	synonymous
pastime	propel, -led, -ling	sentinel, -ing	taboo
patrol, -led, -ling	propellant (n.)	separate	tactician
peccadillo	propellent (adj.)	sepulcher	tasseled, -ing
peddler	prophecy (n.)	seriatim	tattoo
penciled, -ing	prophecy (v.)	settler	taxied, -ing
pendant (n.)	ptomaine	settlor (law)	technique
pendent (u. m.)	pubic (anatomy)	sewage (waste)	teetotaler
percent	pulmotor	sewerage (drain system)	tercentenary
peremptory (decisive)	pusillanimous	sexet	theater
peremptory (preference)	pygmy	Shakespearean	therefor (for it)
perennial	quarreled, -ing	shellacking	therefore (for that reason)
periled, -ing	quartet	shoveled, -ing	thiamine
permittee	quaternary	shriveled, -ing	thralldom
perquisite (privilege)	questionnaire	sideward	thrash
prerequisite (requirement)	queue	signaled, -ing	thresh (grain)
personal (individual)	raccoon	siphon	threshold
personnel (staff)	racket (all meanings)	sirup	tie, tied, tying
perspective (view)	rapprochement	sizable	timber (wood)
prospective (expected)	rarefy	skeptic	timbre (tone)
petaled, -ing	rarity	skillful	tinseled, -ing
Pharaoh	ratable	skulduggery	titer
pharmacopoeia	rattan	smolder	tonsillitis
phoenix	raveled, -ing	sniveled, -ing	tormenter
phlegm	reconnaissance	snorkel	totaled, -ing
phony	reconnoiter	soliloquy	toward
phosphorus (n.)	referable	sometime (formerly)	toweled, -ing
phosphorous (adj.)	registrar	some time (some time ago)	toxemia
photostated	reinforce (all meanings)	sometimes (at times)	trafficking
pickax	relater	southward	trammelled, -ing
picnicking	relator (law)	spacious (space)	tranquelize(r)
pipet	remodeler	specious (plausible)	tranquillity
plaque	renaissance	specter	transferable
plastics (n.)	reparable	spelled	transferor
plastic (adj.)	repellant (n.)	spirituous (liquor) (not spiritous)	transferred
pledger	repellent (adj.)	spirochete	transonic
pledgor (law)	rescission	spoliation	transponder (electronics)
plenitude	responder (electronics)	stanch	transshipment
plow	responser (electronics)	stationary (fixed)	traveled, -ing
poleax	reveled, er, -ing	stationery (paper)	traveler
pollination	rhyne, rhythmic	statue (sculpture)	travelog
pommeled, -ing	rival, -ing	statue (height)	triptych
ponton (military)	roweled, -ing	statute (law)	trolley
pontoon	ruble	stenciled, -ing	troop (soldiers)
practice (n., v.)	saccharin (n.)	stenciler	troupe (actors)
precedence (priority)	saccharine (adj.)	stifling	troweled, -ing
precedents (usage)	sacrilegious	stratagem	tryptophan
pretense	salable	stubbornness	tularemia
preventive	sanded, -ing	stupefy	tunneled, -ing
principal (chief)	satellite	subpena, -ed	tunneler
principle (position)	satinet	subtlety	turquoise
privilege	savable	succor	typify
proffer	savanna	sulfur (also derivatives)	tyrannical
programed, -er, -ing	savior	sulfanilamide	tyro
programmatic	Saviour (Christ)	sulfureted, -ing	unctuous
prolog	scalloped, -ing	supererogation	unwieldy
	schizophrenia	surreptitious	upward
	scion (horticulture)	surveillance	uremia
	scurrious	swiveled, -ing	
	seismology		

veld	villain	wainscoting	withé
veranda	visa, -ed, -ing	weeviled, -ing	woeful
vermillion	vitamin	welder	woolen
vicissitude	vitriify	westward	woolly
victualé, -ing	votable	whimsey	worshipé, -er,
victualer	vying	whisky, -ies	-ing
vilify		willful	

### Anglicized and foreign words

5.3. Diacritical marks are not used with completely anglicized words.

abaca	cortege	fiance (masc., fem.)	porte lumiere
aide memoire	coulee	frappe	portiere
a la carte	coup de grace	garcon	pousse cafe
a la king	coup d'etat	glace	premiere
alamode	coupe	grille	protege (masc.,
angstrom	creme	gruyere	fem.)
aperitif	crepe	habitude	puree
applique	crepe de chine	ingenue	rale
apropos	debacle	jardiniere	recherche
auto-da-fe	debris	litterateur	regime
blase	debut	materiel	risque (masc.,
boutonniere	debutante	matinee	fem.)
brassiere	decollete	melange	role
cabana	dejeuner	melee	rotisserie
cafe	denouement	menage	roue
cafeteria	depot	mesalliance	saute
caique	dos-a-dos	metier	seance
canape	eclair	moire	senor
cause celebre	eclat	naive	smorgasbord
chateau	ecru	naivete	soiree
cliche	elan	nee	souffle
cloisonne	elite	opera bouffe	suede
comedienne	entree	opera comique	table d'hote
communiqué	etude	papier mache	tete-a-tete
confrere	facade	piece de resistance	tragedienne
consomme	faience	pleiade	vicuna
	fete	porte cochere	vis-a-vis

5.4. Foreign words carry the diacritical marks as an essential part of their spelling.

à l'américaine	chargé d'affaires	longéron	père
attaché	congé	mañana	piña
béton	crédit foncier	maté	précis
blessé	crédit mobilier	mère	raisonné
calèche	curé	nacré	résumé
cañada	doña	outré	touché
cañon	entrepôt	passé (masc., fem.)	
chargé	exposé	pâté	

### Plural forms

5.5. Nouns ending in *o* preceded by a vowel add *s* to form the plural; nouns ending in *o* preceded by a consonant add *es* to form the plural, except as indicated in the following list.

albinos	Eskimos	mementos	sexdecimos
armadillos	falsettos	merinos	sextos
avocados	gauchos	mestizos	siroccos
banjos	gringos	octavos	solos
cantos	halos	octodecimos	tangelos
cascos	inamoratos	pianos	tobaccos
centos	indigos	piccolos	twos
didos	juntos	pomelos	tyros
duodecimos	kimonos	provisos	virtuosos
dynamos	lassos	quartos	zeros
escudos	magnetos	salvos	

5.6. In forming the plurals of compound terms, the significant word takes the plural form.

Significant word first:

adjutants general  
aides-de-camp  
ambassadors at large  
attorneys at law  
attorneys general  
billets-doux  
bills of fare  
brothers-in-law  
chargés d'affaires  
commanders in chief  
comptrollers general  
consuls general  
courts-martial  
crepes suzette  
daughters-in-law  
governors general  
grants-in-aid  
heirs at law  
inspectors general  
men-of-war  
ministers-designate  
mothers-in-law  
notaries public  
postmasters general  
presidents-elect  
prisoners of war  
rights-of-way  
secretaries general  
sergeants at arms  
sergeants major  
surgeons general

Significant word in middle:

assistant attorneys general  
assistant chiefs of staff  
assistant comptrollers general  
assistant surgeons general  
deputy chiefs of staff

Significant word last:

assistant attorneys

Significant word last—Continued

assistant commissioners  
assistant corporation counsels  
assistant directors  
assistant general counsels  
assistant secretaries  
brigadier generals  
deputy judges  
deputy sheriffs  
general counsels  
judge advocates  
judge advocate generals  
lieutenant colonels  
major generals  
provost marshals  
provost marshal generals  
quartermaster generals  
trade unions  
under secretaries  
vice chairmen  
vice presidents

Both words of equal significance:

Bulletins Nos. 27 and 28; *but* Bulletin No. 27 or 28  
coats of arms  
masters at arms  
men buyers  
men cooks  
men employees  
secretaries-treasurers  
women aviators  
women students  
women writers

No word significant in itself:

forget-me-nots  
hand-me-downs  
jack-in-the-pulpits  
man-of-the-earths  
pick-me-ups  
will-o'-the-wisps

5.7. When a noun is hyphenated with an adverb or preposition, the plural is formed on the noun.

comings-in  
fillers-in

goings-on  
hangers-on

listeners-in  
lookers-on

makers-up  
passers-by

5.8. When neither word is a noun, the plural is formed on the last word.

also-rans  
come-ons

go-betweens  
higher-ups

run-ins  
tie-ins

5.9. Nouns ending with *ful* form the plural by adding *s* at the end; if it is necessary to express the idea that more than one container was filled, the two elements of the solid compound are printed as separate words and the plural is formed by adding *s* to the noun.

5 bucketfuls of the mixture (1 bucket filled 5 times)  
5 buckets full of earth (separate buckets)  
3 cupfuls of flour (1 cup filled 3 times)  
3 cups full of coffee (separate cups)



**5.10.** The following list comprises other words the plurals of which may cause difficulty.

addendum, addenda	lens, lenses
adieu, adieus	lira, lire
agendum, agenda	locus, loci
alga, algae	madam, mesdames
alumnus, alumni (masc.); alumna, alumnae (fem.)	Marys
antenna, antennae (antennae, zoology)	matrix, matrices
appendix, appendixes	maximum, maximums
aquarium, aquariums	medium, mediums or media
automaton, automatons	memorandum, memorandums
axis, axes	minimum, minimums
bandeau, bandeaux	minutia, minutiae
basis, bases	monsieur, messieurs
beau, beaus	nucleus, nuclei
cactus, cactuses	oasis, oases
calix, calices	octopus, octopuses
chassis (singular and plural)	opus, opera
cherub, cherubs	parenthesis, parentheses
cicatrix, cicatrices	phenomenon, phenomena
Co., Cos.	phylum, phyla
coccus, cocci	plateau, plateaus
crisis, crises	podium, podiums
criterion, criteria	procès-verbal, procès-verbaux
curriculum, curriculums	radius, radii
datum, data	radix, radices
desideratum, desiderata	referendum, referendums
dilettante, dilettanti	sanatorium, sanatoriums
dogma, dogmas	sanitarium, sanitariums
ellipsis, ellipses	septum, septa
equilibrium, equilibriums (equilibria, scientific)	sequela, sequelae
erratum, errata	seraph, seraphs
executrix, executrices	seta, setae
flambeau, flambeaus	ski, skis
focus, focuses	stadium, stadiums
folium, folia	stimulus, stimuli
formula, formulas	stratum, strata
fungus, fungi	stylus, styluses
genius, geniuses	syllabus, syllabuses
genus, genera	symposium, symposia
gladiolus (singular and plural)	synopsis, synopses
helix, helices	tableau, tableaux
hypothesis, hypotheses	taxi, taxis
index, indexes (indices, scientific)	terminus, termini
insigne, insignia	testatrix, testatrices
Kansas Citys	thesaurus, thesauri
lacuna, lacunae	thesis, theses
larva, larvae	thorax, thoraxes
larynx, larynxes	vertebra, vertebrae (vertebrae, zoology)
	virtuoso, virtuosos
	vortex, vortexes

### Endings "ible" and "able"

**5.11.** The following words end in *ible*; other words in this class end in *able*. Words with both endings indicated differ in meaning.

abhorrible	apprehensible	cohesible	compatible
accendible	audible	collapsible	compossible
accessible	avertible	collectible	comprehensible
addible	bipartible	combustible	compressible
adducible	circumscribable	comestible	conducibile
admissible	coctible	committible	conductible
affectible	coercible	commonsensible	confluxible
appetible	cognoscible	compactible	congestible



connectible	extendible	indivisible	plausible
contemptible	extensible	indocible	possible
contractible	fallible	inducible	prehensible
controvertible	feasible	ineffervescible	prescriptible
convertible	fencible	ineligible	producible
(conversible)	flexible	ineludible	productible
convertible	fluxible	inevitable	protrusible
convincible	forcible	inexhaustible	putrescible
corrigible	frangible	inexpansible	receptible
corrodible	fungible	inexpressible	redemptible
corrosible	fusible	infallible	redressible
corruptible	gullible	infeasible	reducible
credible	horrible	inferrible	reflectible
crucible	ignitable	(inferable)	reflexible
cullible	illegible	inflexible	refrangible
decoctible	immersible	infractible	remissible
deducible	immiscible	infrangible	renascible
deductible	impartible	infusible	rendible
defeasible	impassible	innascible	reprehensible
defectible	(impassable)	inscriptible	repressible
defensible	impatible	insensible	reproducible
delible	impedible	instructible	resistible
deprehensible	imperceptible	insubmergible	responsible
depressible	impermisable	insuppressible	reversible
descendible	imperscriptible	insusceptible	revertible
destructible	impersuasible	intactible	risible
diffrangible	implausible	intangible	runcible
diffusible	impossible	intelligible	sconcible
digestible	imprescriptible	interconvertible	seducible
dimensable	impressible	interruptible	sensible
discernible	imputrescible	intervisible	sponsible
discerpible	inaccessible	invendible	suasible
discerptible	inadmissible	invertible	subdivisible
discussible	inapprehensible	invincible	submergible
dispersible	inaudible	invisible	submersible
dissectible	incircumscribable	irascible	subvertible
distensible	includible	irreducible	suggestible
distractible	incoercible	irrefrangible	supersensible
divertible	incognoscible	irremissible	suppressible
divestible	incombustible	irreprehensible	susceptible
divisible	incommiscible	irrepressible	suspensible
docible	incompatible	irresistible	tangible
edible	incomprehensible	irresponsible	tensible
educible	incompressible	irreversible	terrible
effectible	inconcussible	legible	thurible
effervescible	incontrovertible	mandible	traducible
eligible	inconvertible	marcescible	transfusible
eludible	inconvincible	miscible	transmissible
enforceable	incorrigible	negligible	transvertible
erodible	incorrodible	nexible	tripartite
evasible	incorruptible	omissible	unadmissible
eversible	incredible	ostensible	uncorruptible
evincible	indefeasible	partible	unexhaustible
exemptible	indefectible	passible	unexpressible
exhaustible	indefensible	(passable)	unintelligible
exigible	indelible	perceptible	unresponsible
expandible	indeprehensible	perfectible	unsusceptible
expansible	indestructible	permissible	vendible
explosible	indigestible	persuadable	vincible
expressible	indiscernible	pervertible	visible
	indivertible		vitrescible

### Endings "ise," "ize," and "yze"

5.12. A large number of words have the termination *ise*, *ize*, or *yz*. The letter *l* is followed by *yz* if the word expresses an idea of loosening or separating, as *analyze*; all other words of this class,

except those ending with the suffix *wise* and those in the following list, end in *ize*.

advertise	compromise	excise	prise (to force)
advise	demise	exercise	prize (to value)
affranchise	despise	exorcise	reprise
apprise (to inform)	devise	franchise	revise
apprize (to appraise)	disenfranchise	improvise	rise
arise	disfranchise	incise	supervise
chastise	disguise	merchandise	surmise
circumcise	emprise	misadvise	surprise
comprise	enfranchise	mortise	televise
	enterprise	premise	

### Endings "cede," "ceed," and "sede"

5.13. Only one word ends in *sede* (supersede); only three end in *ceed* (exceed, proceed, succeed); all other words of this class end in *cede* (precede, secede, etc.).

### Doubled consonants

5.14. A single consonant following a single vowel and ending a monosyllable or a final accented syllable is doubled before a suffix beginning with a vowel.

bag, bagging	red, reddish	corral, corralled	but total, totaled
get, getting	rob, robbing	transfer, transferred	travel, traveled

5.15. If the accent in a derivative falls upon an earlier syllable than it does in the primitive, the consonant is not doubled.

refer, reference	prefer, preference	infer, inference
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### Indefinite articles

5.16. The indefinite article *a* is used before a consonant and an aspirated *h*; *an* is used before silent *h* and all vowels except *u* pronounced as in *usual* and *o* pronounced as in *one*.

a historical review	a union	an honor
a hotel	an herdseller	an onion
a human being	an hour	an oyster
a humble man		

5.17. When a group of initials begins with *b, c, d, g, j, k, p, q, t, v, w, y*, or *z*, each having a consonant sound, the indefinite article *a* is used.

a BLS compilation	a GAO limitation
a CIO finding	a PHS project

5.18. When a group of initials begins with *a, e, f, h, i, l, m, n, o, r, s*, or *x*, each having a vowel sound, the indefinite article *an* is used.

an AEC report	an NSC (en) proclamation
an FCC (ef) ruling	an RFC (ahr) loan

5.19. Use of the indefinite article *a* or *an* before a numerical expression is determined by the consonant or vowel sound of the beginning syllable.

an 11-year-old	an VIII (eight) classification
a onetime winner	a IV-F (four) category
a III (three) group	a 4-H Club

## Possessives and apostrophes

5.20. The possessive case of a singular or plural noun not ending in *s* is formed by adding an apostrophe and *s*; the possessive case of a singular or plural noun ending in *s* or with an *s* sound is formed by adding an apostrophe only.

man's, men's  
prince's, princes'  
Essex's, Essexes'  
Co.'s, Cos.'

hostess', hostesses'  
princess', princesses'  
Jones', Joneses'  
Jesus'

Mars'  
Dumas'  
Schmitz'

5.21. In compound nouns, the 's is added to the element nearest the object possessed.

comptroller general's decision  
attorneys general's appointments  
Mr. Brown of New York's motion  
attorney at law's fee  
John White, Jr.'s (no comma) account

5.22. Joint possession is indicated by placing an apostrophe on the last element of a series, while individual or alternative possession requires the use of an apostrophe on each element of a series.

soldiers and sailors' home  
Brown & Nelson's store  
men's, women's, and children's clothing  
St. Michael's Men's Club

editor's or proofreader's opinion  
Roosevelt's or Truman's administration  
Mrs. Smith's and Mrs. Allen's children  
the Army's and the Navy's work  
master's and doctor's degrees

5.23. In the use of an apostrophe in geographic names, firm names, the names of organizations and institutions, and the titles of books, the authentic form is to be followed.

Harpers Ferry; Hells Canyon  
Masters, Mates & Pilots' Association  
Dentists' Supply Co. of New York  
International Ladies' Garment Workers' Union

Court of St. James's  
St. Peter's Church  
St. Elizabeths Hospital  
Johns Hopkins University  
Hinds' Precedents

5.24. The apostrophe should not be used after names of countries and other organized bodies ending in *s*, or after words more descriptive than possessive (not indicating personal possession), except when plural does not end in *s*.

United States control  
United Nations meeting  
Southern States industries  
Massachusetts laws  
Bureau of Ships report  
Actors Equity Association  
House of Representatives session  
Teamsters Union

editors handbook  
sirup producers manual  
technicians guide  
teachers college  
merchants exchange  
children's hospital  
Young Men's Christian Association  
*but* Veterans' Administration (in conformity with enabling statute)

5.25. Possessive pronouns do not take an apostrophe.

its

theirs

5.26. Possessive indefinite or impersonal pronouns require an apostrophe.

each other's books  
one's home

someone's pen  
*but* somebody else's proposal

5.27. The singular possessive case is used in such general terms as the following:

author's alterations  
confectioner's sugar  
cow's milk

distiller's grain  
fuller's earth  
miner's inch

printer's ink  
traveler's checks  
writer's cramp



5.28. An apostrophe is used to indicate contractions, the omission of figures or letters (see also "Courtwork," rule 18.9, p. 225), and the coined plurals of letters, figures, and symbols.

don't	the 1920's or the	TV'ers	a's; ¶'s; 7's
I've	twenties; <i>not</i>	B.t.u.'s	T's, Y's
ne'er	the '20's <i>nor</i>	OK's	2 by 4's (lumber)
it's (it is)	20's	YMCA's	but 10s (yarn and thread)
class of '92	4-H'ers	A B C's	4½s (bonds)
spirit of '76	49'ers	three R's	3s (golf)

5.29. The apostrophe is omitted in abbreviations, and also in shortened forms of certain other words.

Danl., <i>not</i> Dan'l	coon	Halloween
Sgt., <i>not</i> Sg't	possum	copter
phone	Frisco	

5.30. The plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe is formed by adding *s* or *es*; but *'s* is added to indicate the plural of words used as words if the omission of the apostrophe would cause difficulty in reading.

twos	ins and outs	yeses and noes
threes	ups and downs	but do's and don'ts
sevens	whereases and	which's and that's
ands, ifs, and buts	wherefores	

5.31. The possessive case is often used in lieu of an objective phrase even though ownership is not involved.

1 day's labor (labor for 1 day)	5 or 10 billion dollars' worth
2 hours' travel time	for charity's sake
a stone's throw	for pity's sake
2 weeks' pay	

5.32. The possessive case is not used in such expressions as the following, in which one noun modifies another.

day labor (labor by the day)	State prison
quartermaster stores	State rights

5.33. For euphony, nouns ending in *s* or *ce* and followed by a word beginning with *s* form the possessive by adding an apostrophe only.

for goodness' sake	for old times' sake	for conscience' sake
Mr. Hughes' service	for acquaintance' sake	

5.34. A possessive noun used in an adjective sense requires the addition of *'s*.

He is a friend of John's	Stern's is running a sale
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5.35. A noun preceding a gerund should be in the possessive case.

in the event of Mary's leaving	the ship's hovering nearby
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## Geographic names

5.36. The spelling of geographic names must conform to the decisions of the U.S. Board on Geographic Names. In the absence of such a decision, the U.S. Directory of Post Offices is to be used for names in the United States and its possessions, and the Columbia Lippincott Gazetteer of the World is to be followed in the spelling of foreign names.



**5.37.** If the decisions or the rules of the Board permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form which is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify the spelling of the particular form used. The Government Printing Office preference is for the conventional English form. Copy will be followed as to accents, but these should be uniform throughout each job.

### Nationalities, etc.

**5.38.** The table on page 243 shows forms to be used for nouns and adjectives denoting nationality.

**5.39.** In designating the natives of the several States, the following forms will be used.

Alabamian	Indianian	Nebraskan	Rhode Islander
Alaskan	Iowan	Nevadan	South Carolinian
Arizonan	Kansan	New Hampshireite	South Dakotan
Arkansan	Kentuckian	New Jerseyite	Tennessean
Californian	Louisianian	New Mexican	Texan
Coloradan	Mainer	New Yorker	Utahan
Connecticuter	Marylander	North Carolinian	Vermonteer
Delawarean	Massachusettsan	North Dakotan	Virginian
Floridian	Michiganite	Ohioan	Washingtonian
Georgian	Minnesotan	Oklahoman	West Virginian
Hawaiian	Mississippian	Oregonian	Wisconsinite
Idahoan	Missourian	Pennsylvanian	Wyomingite
Illinoisan	Montanan		

**5.40.** Observe the following forms:

Guamanian  
Puerto Rican

Part-Hawaiian (applies to  
Hawaii only)  
*but* part-Japanese

### Indian words

**5.41.** In Indian words, including tribal and other proper names, copy is to be followed literally as to spelling and the use of spaces, hyphens, etc.

### Ligatures

**5.42.** Ligatures are not used in anglicized or Latin words; in other foreign words, national practice is followed.

Caesar  
Leguminosae

Cædmon (Old English)  
vœu (French)

### Transliteration

**5.43.** In the spelling of nongeographic words transliterated from Chinese, Japanese, or any other language that does not have a Latin alphabet, copy is to be followed literally. (Countries that do not use a Latin alphabet officially are marked with an asterisk in the table on p. 243.)

## NOTES



## 6. COMPOUND WORDS

(See also Guide to Compounding; Word Division (supplement to *STYLE MANUAL*), description on p. 2)

6.1. A compound word is a union of two or more words, either with or without a hyphen. It conveys a unit idea that is not as clearly or quickly conveyed by the component words in unconnected succession. The hyphen in a compound is a mark of punctuation that not only unites but separates the component words, and thus facilitates understanding, aids readability, and insures correct pronunciation.

6.2. In applying the following rules and in using the Guide to Compounding, the living fluidity of our language should be kept in mind. Word forms constantly undergo modification. Two-word forms first acquire the hyphen, later are printed as one word, and not infrequently the transition is from the two- to the one-word form, bypassing the hyphen stage.

6.3. The rules as laid down cannot be applied inflexibly. Exceptions must necessarily be allowed, so that general good form will not be offended. However, current language trends point definitely to closing up words which, through frequent use, have become associated in the reader's mind as units of thought. The tendency to amalgamate words, particularly two short words, assures easier continuity, and is a natural progression from the older and less flexible treatment of words.

### General rules

6.4. In general, omit the hyphen when words appear in regular order and the omission causes no ambiguity in sense or sound. (See also rule 6.15.1, p. 71.)

banking hours  
blood pressure  
book value  
census taker  
day laborer

eye opener  
fellow citizen  
living costs  
palm oil  
patent right

real estate  
rock candy  
training ship  
violin teacher

6.5. Compound two or more words to express a literal or nonliteral (figurative) unit idea that would not be as clearly expressed in unconnected succession.

afterglow  
bookkeeping  
cupboard

forget-me-not  
gentleman  
newsprint

right-of-way  
whitewash

6.6. Unless otherwise indicated, a derivative of a compound retains the solid or hyphenated form of the original compound.

coldbloodedness  
footnoting

ill-advisedly  
outlawry

praiseworthiness  
railroader

X-rayer  
Y-shaped

6.7. Except after the short prefixes *co*, *de*, *pre*, *pro*, and *re*, which are generally printed solid, a hyphen is used to avoid doubling a vowel or tripling a consonant. (See also rules 6.28, 6.31, p. 73.)

cooperation  
deemphasis  
preexisting

anti-inflation  
micro-organism  
semi-independent

brass-smith  
Inverness-shire  
thimble-eye

ultra-atomic  
shell-like  
hull-less



### Solid compounds

6.8. Print solid two nouns that form a third when the compound has only one primary accent, especially when the prefixed noun consists of only one syllable or when one of the elements loses its original accent.

airship  
bathroom  
bookseller

cupboard  
dressmaker  
fishmonger

footnote  
locksmith  
workman

6.9. Print solid a noun consisting of a short verb and an adverb as its second element, except when the use of the solid form would interfere with comprehension.

blowout  
breakdown  
flareback  
giveaway

hangover  
holdup  
makeready  
markoff

pickup  
runoff  
setup  
showdown

throwaway  
*but* cut-in  
run-in  
tie-in

6.10. Compounds beginning with the following nouns are usually printed solid.

book  
eye  
horse

house  
mill  
play

school  
shop  
snow

way  
wood  
work

6.11. Compounds ending in the following are usually printed solid, especially when the prefixed word consists of one syllable. (See also rules 8.5, p. 127; 8.7, p. 131.)

berry  
blossom  
boat  
book  
borne  
bound  
brained  
bush  
fish  
flower  
grower  
hearted  
holder

house  
keeper  
keeping  
light  
like  
maker  
making  
man  
master  
mate  
mill  
mistress  
monger

piece  
power  
proof  
room  
shop  
smith  
stone  
store  
tail  
tight  
time (not clock)  
ward  
weed

wide  
wise  
woman  
wood  
work  
worker  
working  
worm  
wort  
writer  
writing  
yard

6.12. Print solid *any*, *every*, *no*, and *some* when combined with *body*, *thing*, and *where*; when *one* is the second element, print as two words if meaning a single or particular person or thing; to avoid mispronunciation, print *no one* as two words at all times.

anybody  
anything  
anywhere  
anyone

everybody  
everything  
everywhere  
everyone

nobody  
nothing  
nowhere  
no one

somebody  
something  
somewhere  
someone

*but* any one of us may stay; every one of the pilots is responsible.

6.13. Print as one word compound personal pronouns.

herself  
himself  
itself  
myself

oneself  
ourselves  
themselves

thyslf  
yourself  
yourselves

6.14. Print as one word compass directions consisting of two points, but use a hyphen after the first point when three points are combined.

northeast  
southwest

north-northeast  
south-southwest

**Unit modifiers**

(See also rule 9.57, p. 138.)

**6.15.** Print a hyphen between words, or abbreviations and words, combined to form a unit modifier immediately preceding the word modified, except as indicated in rule 6.15.1 and elsewhere throughout this chapter. This applies particularly to combinations in which one element is a present or past participle.

Baltimore-Washington road	long-term-payment loan
collective-bargaining talks	lump-sum payment
contested-election case	most-favored-nation clause
drought-stricken area	multiple-purpose uses
English-speaking nation	no-par-value stock
fire-tested material	part-time personnel
Federal-State-local cooperation	rust-resistant covering
German-English descent	service-connected disability
guided-missile program	1-inch diameter; 2-inch-diameter pipe
hard-of-hearing class	10-word telegram
high-speed line	a 4-percent increase; <i>but</i> 4 percent [of]
large-scale project	hydrochloric acid, 4 percent [of] in-
law-abiding citizen	terest
long-term loan	U.S.-owned property; U.S.-flag ship

**6.15.1.** Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence.

atomic energy power	mutual security funds
bituminous coal industry	national defense appropriation
child welfare plan	natural gas company
civil rights case	per capita expenditure
civil service examination	portland cement plant
durable goods industry	production credit loan
flood control study	public utility plant
free enterprise system	real estate tax
high school student; elementary	small businessman
school grade	social security pension
income tax form	soil conservation measures
interstate commerce law	special delivery mail; parcel post delivery
land bank loan	speech correction class
land use program	<i>but</i> no-hyphen rule (readability aided); <i>not</i>
life insurance company	no hyphen rule

**6.16.** Print without a hyphen a compound predicate adjective or predicate noun the second element of which is a present participle.

The duties were price fixing.	The shale was oil bearing.
The effects were far reaching.	The area was used for beet raising.

**6.17.** Print without a hyphen a compound predicate adjective the second element of which is a past participle; also, omit the hyphen in a predicate modifier of comparative or superlative degree.

The area is drought stricken.	This material is fire tested.
The paper is fine grained.	The cars are higher priced.
The boy is freckle faced.	The reporters are best informed.

**6.18.** Print without a hyphen a two-word modifier the first element of which is a comparative or superlative.

better drained soil	<i>but</i> uppercrust society
best liked books	lowercase, uppercase type (printing)
higher level decision	undercoverman
highest priced apartment	upperclassman
larger sized dress	bestseller (noun)
better paying job	lighter-than-air craft
lower income group	higher-than-market price

**6.19.** Do not use a hyphen in a two-word unit modifier the first element of which is an adverb ending in *ly*, nor use hyphens in a three-word unit modifier the first two elements of which are adverbs.

eagerly awaited moment  
heavily laden ship  
unusually well preserved specimen  
very well defined usage  
longer than usual lunch period  
very well worth reading  
not too distant future

often heard phrase  
*but* ever-normal granary  
ever-rising flood  
still-new car  
still-lingering doubt  
well-known lawyer  
well-kept farm

**6.20.** Proper nouns used as unit modifiers, either in their basic or derived form, retain their original form; but the hyphen is printed after combining forms.

Latin American countries  
North Carolina roads  
South American trade  
United States laws  
Red Cross nurse  
Winston-Salem festival  
Washington-Wilkes-Barre route

Afro-American program  
Anglo-Saxon period  
Franco-Prussian War  
*but* Indochina<sup>1</sup> border  
Minneapolis-St. Paul region  
North American-South American sphere  
French-English descent

**6.21.** Do not confuse a modifier with the word it modifies.

elderly clothesman  
competent shoemaker  
field canning factory  
gallant serviceman  
light blue hat  
average taxpayer  
American flagship  
well-trained schoolteacher

old-clothes man  
wooden-shoe maker  
tomato-canning factory  
service men and women  
light-blue hat  
income-tax payer  
American-flag ship  
elementary school teacher

*but* common stockholder; small businessman

**6.22.** Where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term, the hyphens are retained.

2- or 3-em quads, *not* 2 or 3-em quads; 2- to 3- and 4- to 5-ton trucks  
2- by 4-inch boards, *but* 2 to 6 inches wide  
8-, 10-, and 16-foot boards  
moss- and ivy-covered walls, *not* moss and ivy-covered walls  
long- and short-term money rates, *not* long and short-term money rates  
*but* twofold or threefold, *not* two or threefold  
goat, sheep, and calf skins, *not* goat, sheep, and calfskins  
intrastate and intracity, *not* intra-state and -city  
American owned and managed companies  
preoperative and postoperative examination

**6.23.** Do not use a hyphen in a unit modifier consisting of a foreign phrase.

ante bellum days  
bona fide transaction

ex officio member  
per capita tax

per diem employee  
prima facie evidence

**6.24.** Do not print a hyphen in a unit modifier containing a letter or a numeral as its second element.

abstract B pages  
article 3 provisions

class II railroad  
grade A milk

point 4 program  
ward D beds

**6.25.** Do not use a hyphen in a unit modifier enclosed in quotation marks unless it is normally a hyphenated term, but quotation marks are not to be used in lieu of a hyphen. (See also rule 9.116, p. 145.)

"blue sky" law      "good neighbor" policy      "tie-in" sale      *but* right-to-work law

<sup>1</sup> Decision of U.S. Board on Geographic Names.



**6.26.** Print combination color terms as separate words, but use hyphen when such color terms are unit modifiers.

bluish green  
dark green

orange red  
bluish-green feathers

iron-gray sink  
silver-gray body

**6.27.** Do not use a hyphen between independent adjectives preceding a noun.

big gray cat

a fine old southern gentleman

### Prefixes, suffixes, and combining forms

**6.28.** Print solid combining forms and prefixes, except as indicated elsewhere.

afterbirth  
Anglomania  
antedate  
antislavery  
biweekly  
bylaw  
circumnavigation  
cisalpine  
cooperate  
contraposition  
countercase  
deenergize  
demitasse  
excommunicate  
extracurricular

foretell  
heroicomic  
hypersensitive  
hypoacid  
inbound  
infrared  
interview  
intraspinal  
introvert  
isometric  
macroanalysis  
mesothorax  
metagenesis  
microphone  
misstate

monogram  
multicolor  
neophyte  
nonneutral  
offset  
outbake  
overactive  
pancosmic  
paracentric  
particoated  
peripatetic  
planoconvex  
polynodal  
postscript  
preexist

proconsul  
pseudoscholastic  
reenact  
retrospect  
semiofficial  
stepfather  
subsecretary  
supermarket  
thermocouple  
transonic  
transship  
tricolor  
ultraviolet  
unnecessary  
underflow

**6.29.** Print solid combining forms and suffixes, except as indicated elsewhere.

portable  
coverage  
operate  
plebiscite  
twentyfold  
spoonful

kilogram  
geography  
manhood  
selfish  
pumpkin

meatless  
outlet  
wavelike  
procurement  
innermost

partnership  
lonesome  
homestead  
northward  
clockwise

**6.30.** Print solid words ending in *like*, but use a hyphen to avoid tripling a consonant or when the first element is a proper name.

lifelike  
lilylike

bell-like  
girllike

Florida-like  
Truman-like

**6.31.** Use a hyphen or hyphens to prevent mispronunciation, to insure a definite accent on each element of the compound, or to avoid ambiguity.

anti-hog-cholera serum  
co-op  
mid-ice  
non-civil-service position  
non-tumor-bearing tissue

re-cover (cover again)  
re-sorting (sort again)  
re-treat (treat again)  
un-ionized  
un-uniformity

**6.32.** Use a hyphen to join duplicated prefixes.

re-redirect

sub-subcommittee

super-superlative

**6.33.** Print with a hyphen the prefixes *ex*, *self*, and *quasi*.

ex-governor  
ex-serviceman  
ex-trader  
ex-vice-president

self-control  
self-educated  
*but* selfhood  
selfsame

quasi-academic  
quasi-argument  
quasi-corporation  
quasi-young



6.34. Unless usage demands otherwise, use a hyphen to join a prefix or combining form to a capitalized word. (The hyphen is retained in words of this class set in caps.)

anti-Arab	<i>but</i> nongovernmental
pro-British	overanglicize
un-American	prezeppelin
non-Government	transatlantic
post-World War II <i>or</i> post-Second World War	

### Numerical compounds

6.35. Print a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element. (See also rule 11.23, p. 170.)

twenty-one	3-to-1 ratio	<i>but</i> one hundred and twenty-one
twenty-first	5-to-4 vote	100-odd
6-footer	.22-caliber cartridge	foursome
24-inch ruler	2-cent-per-pound tax	threescore
3-week vacation	four-in-hand tie	foursquare
8-hour day	three-and-twenty	\$20 million airfield
10-minute delay	two-sided question	
20th-century progress	multimillion-dollar fund	

6.36. Print without a hyphen a modifier consisting of a possessive noun preceded by a numeral. (See also rule 5.31, p. 67.)

1 month's layoff	2 hours' work
1 week's pay	3 weeks' vacation

6.37. Print a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.

one-thousandth	twenty-three thirtieths
two-thirds	twenty-one thirty-seconds
two one-thousandths	three-fourths of an inch

6.38. A unit modifier following and reading back to the word or words modified takes a hyphen and is always printed in the singular.

motor, alternating-current, 3-phase, 60-cycle, 115-volt  
 glass jars: 5-gallon, 2-gallon, 1-quart  
 belts: 2-inch, 1¼-inch, ¾-inch, ¼-inch

### Civil and military titles

6.39. Do not hyphen a civil or military title denoting a single office, but print a double title with a hyphen. (See also rule 5.6, p. 62.)

ambassador at large	notary public
assistant attorney general	secretary general
commander in chief	under secretary; <i>but</i> under-secretaryship
comptroller general	vice president; <sup>2</sup> <i>but</i> vice-presidency
Congressman at large	secretary-treasurer
major general	treasurer-manager
sergeant at arms	

6.40. The adjectives *elect* and *designate*, as the last element of a title, require a hyphen.

President-elect	ambassador-designate
Vice-President-elect	minister-designate

<sup>2</sup> In official usage, the title of Vice President of the United States is written without a hyphen; the hyphen is also omitted in all like titles, such as vice admiral, vice consul, etc.

**Scientific and technical terms**

**6.41.** Do not print a hyphen in scientific terms (names of chemicals, diseases, animals, insects, plants) used as unit modifiers if no hyphen appears in their original form. (See list of plant names, p. 127, and insect names, p. 131.)

carbon monoxide poisoning  
guinea pig raising  
hog cholera serum  
methyl bromide solution  
stem rust control

whooping cough remedy  
*but* screw-worm raising  
Russian-olive plantings  
white-pine weevil  
Douglas-fir tree

**6.41.1.** Chemical elements used in combination with figures do not use a hyphen, even as a unit modifier.

polonium 210      uranium 235; *but* U<sup>235</sup>; Sr<sup>90</sup>; <sup>234</sup>U      Freon 12

**6.41.2.** Note use of hyphens and closeup punctuation in chemical formulas.

9-nitroanthra(1,9,4,10)bis(1)oxathiazone-2,7-bisdioxide  
Cr-Ni-Mo  
2,4-D

**6.42.** Print a hyphen between the elements of technical compound units of measurement.

‘ candle-hour  
horsepower-hour  
kilowatt-hour

light-year  
passenger-mile

**Improvised compounds**

**6.43.** Print with a hyphen the elements of an improvised compound.

blue-pencil (v.)  
know-it-all (n.)  
know-how (n.)  
make-believe (n.)

stick-in-the-mud (n.)  
let-George-do-it attitude  
how-to-be-beautiful course  
hard-and-fast rule

**6.44.** Use hyphens in a prepositional-phrase compound noun consisting of three or more words.

cat-o'-nine-tails  
government-in-exile  
grant-in-aid  
jack-in-the-box

man-of-war  
mother-in-law  
mother-of-pearl  
patent-in-fee

*but* coat of arms  
heir at law  
next of kin  
officer in charge

**6.45.** When the corresponding noun form is printed as separate words, the verb is always hyphenated.

cold-shoulder

blue-pencil

cross-brace

**6.46.** Print a hyphen in a compound formed of repetitive or conflicting terms and in a compound naming the same thing under two aspects.

boogie-woogie  
comedy-ballet  
dead-alive

devil-devil  
farce-melodrama  
pitter-patter

walkie-talkie  
willy-nilly  
young-old

**6.47.** Use a hyphen in a nonliteral compound expression containing an apostrophe in its first element.

asses'-eyes  
ass's-foot  
bull's-eye

cat's-paw  
crow's-nest

*but* The cat's paw is soft.  
There is the crow's nest.

6.48. Print a hyphen to join a single capital letter to a noun or a participle.

H-bomb  
I-beam  
T-shaped

U-boat  
V-necked  
X-ray

X-raying  
S-iron  
T-square

6.49. Print idiomatic phrases without hyphens.

come by  
inasmuch as

insofar as  
Monday week

## 7. GUIDE TO COMPOUNDING

7.1. The following list is based on the rules for compounding given on pages 69 to 76. Manifestly, such a list cannot be complete. However, by analogy with listed words of like prefixes or suffixes, with consideration given to length and readability, and the application of the rules, fuller treatment of unlisted compounds will be achieved. Nevertheless, the list is reasonably complete for meeting the needs of printers, editors, and writers.

7.2. In order to keep the list from becoming cumbersome, certain restrictions had to be adopted.

7.3. The listing of hyphenated compounds ending in *ed* was kept to a minimum, it being thought adequate to give one or two examples under a keyword rather than to admit needless repetition.

7.4. Similarly, many two-word forms which create no difficulty were omitted.

7.5. On the other hand, care was exercised to achieve fuller coverage of solid compounds, particularly when the adopted form is at variance with that laid down in Webster's New International Dictionary. It should be added that while Webster's, with indicated exceptions (pp. 57-61), is our guide to the spelling of words, it is not our guide for the compounding of words. The rules and the guide prescribe and limit our practice.

7.6. Distinction should be made between words used in a non-literal sense—e.g., *highlight* (prominent detail), *sideline* (added activity), where the one-word form differentiates from literal use—e.g., *high light* (elevation of a light), *side line* (physical line), where the two-word form frequently assures proper emphasis in pronouncing more distinctly each word in the group.

7.7. Distinction should also be made in the compounding of two words to form an adjective modifier and the use of the same words as a predicate adjective; e.g., "crystal-clear water," *but* "the water is crystal clear"; "fire-tested material," *but* "the material is fire tested."

7.8. Caution should be exercised in distinguishing when a succession of words is intended as a compound and when it is merely a collocation; e.g., "we know someone who will do it," *but* "we ought to master some one thing well."

7.9. For better appearance, it may sometimes be necessary to treat alike words which would have different forms when they appear separately; e.g., *bumblebee* and *queen bee*, *farmhand* and *ranch hand*. In juxtaposition, these and similar words should be made uniform by being printed as two words. This is only a temporary expedient and does not supersede the list.

7.10. Combining forms and prefixes are usually printed solid. For greater readability, the hyphen is sometimes required to avoid doubling a vowel (*anti-inflation*, *naso-orbital*), except as indicated in rule 6.7; or not to change a normally capitalized word (*mid-April*, *non-European*); or to assure distinct pronunciation of each element of a compound or ready comprehension of intended meaning (*contra-ion*,



*un-ionized*); or to join a combining form or prefix to an already hyphenated compound (*equi-gram-molar*, *pro-mother-in-law*).

7.11. As nouns and adjectives, *holdup*, *calldown*, *layout*, *makeup*, and similar words should be printed solid. Their *er* derivatives (*holder-up*, *caller-down*, *layer-out*, and *maker-up*) require hyphens. On the other hand, such compounds as *run-in*, *run-on*, and *tie-in* resist quick comprehension when solid. They are therefore hyphenated.

7.12. Words spelled alike but pronounced differently, such as *tear-dimmed* and *tearsheet*, *wind tunnel* and *windup*, are listed under the same keyword.

7.13. This list does not include the large group of plant and insect names which are covered in separate lists, pages 127 to 132.

7.14. The abbreviations *adv.* (adverb), *n.* (noun), *v.* (verb), *u.m.* (unit modifier), *pref.* (prefix), *c.f.* (combining form), and *conj.* (conjunction) indicate function.

[Words printed flush are combined with the words which follow to form solid or hyphenated compounds; a spacemark (#) indicates a two-word form (note that two-word forms in the adjective position use a hyphen, except as laid down in rule 6.15.1, p. 71)]

<b>A</b>	<b>adder</b>	<b>air—con.</b>	<b>air—con.</b>	<b>along</b>
#B #C (n.)	bolt	craft	strip	ship
-B-C (u.m.)	fish	crew	tight	shore
-bomb	<b>addle</b>	crewman	#time (radio and TV)	side
-day	brain	-dried (u.m.)	#train	<b>alpen</b>
-flat	head	-driven (u.m.)	#twist	glow
#1 (rating)	pate	drome	ward	stock
-sharp	<b>adeno (c.f.)</b>	drop	wave	<b>alpha</b>
<b>A</b>	<i>all one word</i>	-dry (u.m., v.)	way	-cellulose
-frame	<b>aero (c.f.)</b>	#duct	wayman	-iron
-pole	-otitis	field	#well	-naphthol
<b>a</b>	<i>rest one word</i>	-floated (u.m.)	woman	#ray
borning, etc.	<b>afore</b>	flow	wise	#test
foot	<i>all one word</i>	foil	woman	also-ran (n., u.m.)
piece (adv.)	Aframerican	-formed (u.m.)	worthy	<b>altar</b>
sea	Afro-American	frame	<b>alder</b>	piece
shipboard	<b>after (c.f.)</b>	freight	-leaved (u.m.)	wise
while (adv.)	<i>all one word</i>	freighter	man	<b>alto</b>
<b>abdomino (c.f.)</b>	agar-agar	gap	woman	cumulus
<i>all one word</i>	agateware	glow	<b>ale</b>	#horn
<b>able</b>	<b>age</b>	hammer	cup	relievo
-bodied (u.m.)	less	head	-fed (u.m.)	stratus
-minded (u.m.)	long	hole	glass	<b>amber</b>
about-face	-old (u.m.)	hose	house	-clear (u.m.)
<b>above</b>	-stricken (u.m.)	lane	yard	-colored (u.m.)
board	-weary (u.m.)	lift	alkali #land	fish
-cited (u.m.)	agencywide	#line (line for air)	<b>all</b>	-tipped (u.m.)
deck	<b>ague</b>	line (aviation)	-absorbing (u.m.)	<b>ambi (c.f.)</b>
-found (u.m.)	-faced (u.m.)	liner	-aged (u.m.)	<i>all one word</i>
-given (u.m.)	-plagued (u.m.)	link	-American	amidships
ground (u.m.)	proof	load	-clear (n., u.m.)	<b>amino</b>
-mentioned (u.m.)	-sore (u.m.)	mail	-fired (u.m.)	#acid
-named (u.m.)	aide-de-camp	man	-flotation (mining)	<i>as prefix, all one word</i>
proof	<b>air</b>	mark (v.)	#fours	<b>ampere</b>
-said (u.m.)	base	marker	#hail	-foot
-water (u.m.)	#bends	mass	#in	-hour
-written (u.m.)	bill	minded	mark (printing)	meter
absentminded	blast	#navigation	mouth (fish)	-minute
ace-high (u.m.)	-blasted (u.m.)	park	-out (u.m.)	-second
<b>acid</b>	blown	path	over (n., u.m.)	<b>amphi (pref.)</b>
#bath	borne	photo	-possessed (u.m.)	<i>all one word</i>
fast	bound	plane	#right	<b>amylo (c.f.)</b>
proof	brained	port (all mean-ings)	-round (u.m.)	<i>all one word</i>
-treat (v.)	brake	power	spice	<b>anchor</b>
worker	brush	scoop	-star (u.m.)	hold
works	burst	show	time (u.m.)	#light
ack-ack	cargo	sleeve	wise	plate
<b>acre</b>	-clear (u.m.)	ship	alleyway	<b>angel</b>
-foot	coach	sick	allo (c.f.)	cake
-inch	-condition (v.)	sickness	<i>all one word</i>	-eyed (u.m.)
<b>actino (c.f.)</b>	(u.m.)	-slaked (u.m.)	<b>alms</b>	-faced (u.m.)
<i>all one word</i>	-conditioning	space	gliver	fish
<b>ad</b>	(u.m.)	speed	giving	food
man	-cool (v.)	stream	house	<b>angio (c.f.)</b>
smith	-cooled (u.m.)	strike	man	<i>all one word</i>

angle	arch (pref.)	assembly	back—con.	ball
hook	band	man	flash	out (n., u.m.)
#iron	bishop	#line	flow	piece
meter	duke	#room	-focus (v.)	wood
sight	enemy	astro (c.f.)	furrow	bailman
wing	-Protestant	<i>all one word</i>	ground	bake
wise	way	athwart	hand	board
worm	wise	hawse	handed	house
Anglo (c.f.)	archeo (c.f.)	ship	haul	pan
-American, etc.	<i>all one word</i>	wise	hailed	shop
<i>rest one word</i>	archerfish	attorney #at #law	-in (n., u.m.)	stove
anhydr(o) (c.f.)	archi (pref.)	audio	land(s)	bald
<i>all one word</i>	<i>all one word</i>	frequency	lash	#eagle
ankle	archo (c.f.)	gram	list (v.)	faced
bone	<i>all one word</i>	meter	log	head (n.)
-deep (u.m.)	areaway	visual	lotter	headed
jack	areo (c.f.)	auger	pack	pate
ant	<i>all one word</i>	#box	paddle (v.)	ball
eater	aristo (c.f.)	#drill	pay	flower
hill	<i>all one word</i>	auri (c.f.)	payment	-like
ante (pref.)	arithmo (c.f.)	-iodide	pedal (v.)	player
#bellum, etc.	<i>all one word</i>	<i>rest one word</i>	piece	point (u.m.)
-Christian, etc.	arm	author	plate	proof
#mortem	band	craft	rest	room
mortem (non-literal)	bone	ship	road	stock
<i>rest one word</i>	chair	autotype	room	ballot #box
antero (c.f.)	hole	auto (c.f.)	run	band
<i>all one word</i>	lift	-objective	saw	box
antra (c.f.)	load	-observation	scatter	cutter
<i>all one word</i>	piece	-omnibus	set	man
anthropo (c.f.)	pit	-ophthalmoscope	shift	master
<i>all one word</i>	plate	<i>rest one word</i>	slide	#pulley
anti (pref.)	rack	awe	space	saw
-American, etc.	rest	-bound (u.m.)	spin	sawed
-h o g - c h o l e r a (u.m.)	-shaped (u.m.)	-filled (u.m.)	spread	sawing
-icer, -imperial, -inflation, etc.	armor	-inspired (u.m.)	staff	sawyer
-missile-missile (u.m.)	#bearer	some	stage	stand
missile, person-nel, trust, etc.	#belt	ax	stairs	string
-New #Deal, etc.	-clad (u.m.)	-adz	stamp	-tailed (u.m.)
<i>rest one word</i>	-piercing (u.m.)	#grinder	stay	wagon
antro (c.f.)	plate	-grinding (u.m.)	stitch	width
<i>all one word</i>	-plated (u.m.)	hammer	stop	work
anvil	arm's-length (u.m.)	head	strap	bandsman
-faced (u.m.)	army	maker	-streeter	bandy
-headed (u.m.)	man	man	stretch (n.)	ball
maker	woman	-shaped (u.m.)	string	-legged (u.m.)
smith	arrow	stone	strip (book)	bang
any	head	axle	stroke	tail
body	headed	load	-swath (v.)	up (n., u.m.)
how	-leaved (u.m.)	smith	swept	bank
#more	maker	tree	swing	book
one	plate	axo (c.f.)	tack	man
place (adv.)	-shaped (u.m.)	<i>all one word</i>	talk	note
thing	shot	azo (c.f.)	tender	#paper
way(s)	smith	-orange	tenter	side (stream)
where	stone	-orchil	-titrate (v.)	banner
wise	toothed (u.m.)	-orseiline	track (v.)	fish
aorto (c.f.)	worm	<i>rest one word</i>	trail	man
<i>all one word</i>	arseno (c.f.)	B-flat	trailer	bantamweight
apo (pref.)	<i>all one word</i>	baby	up (n., u.m.)	bar
<i>all one word</i>	-colored (u.m.)	face (n.)	wall	#bit
apple	craft	faced	ward	keeper
cart	ware	#food	wash	maid
grower	work	sit (v.)	water	man
jack	arterio (c.f.)	sitter	way	master
juice	<i>all one word</i>	sitting	woods	post
sauce	arthro (c.f.)	ache	yard	room
-scented (u.m.)	<i>all one word</i>	band	yarder	tender
April-fool (v.)	artillery	bite (v.)	back	way
aqua	man	board	-down	wise
#fortis	ship	bone	-off	-wound (u.m.)
#green	asbestos	boned	-up	barbed #wire
marine	-covered (u.m.)	breaker	badland(s) (geol.)	barber
meter	-packed (u.m.)	cap	bag	fish
plane	#rock	chain	-cheeked (u.m.)	shop
puncture	ash	charge	house	bare
tint	bin	-country (u.m.)	maker	-armed (u.m.)
tone	can	cross	man	back
aquo (c.f.)	#color	date	pipe	backed
-ion	-colored (u.m.)	dated	reef	boat
<i>rest one word</i>	-free (u.m.)	down (n., u.m.)	room	bone
arborway	-gray (u.m.)	drop	-shaped (u.m.)	boned
arc	#heap	face	worm	faced
-over (n., u.m.)	man	feed	baggage	foot
-over (v.)	pan	fill	man	footed
	pile	fire	master	handed
	pit	flap	#rack	headed
	tray		#room	legged
			#train	necked
				worn

<b>barge</b> board #course house -laden (u.m.) line load man master	<b>battle—con.</b> field front ground #jacket line plane -scarred (u.m.) ship #star stead wagon wise	<b>bed—con.</b> light #linen load maker man mate pad pan plate post quilt rail ridden rock room screw sheet sick side sore spread spring stand stead straw #timber time ward way	<b>bell—con.</b> making man mouthed ringer ringing wether <b>bellows</b> maker making man <b>belly</b> ache band bound buster button -fed (u.m.) land (v.) piece pinch belowstairs <b>belt</b> -driven (u.m.) maker making man saw <b>bench</b> board fellow -hardened (u.m.) land made (u.m.) man mark (nonliteral) #mark (surveying) warmer work <b>bent</b> wing (n., u.m.) wood <b>benzo</b> (c.f.) <i>all one word</i> <b>berry</b> -brown (u.m.) #cone picker picking <b>best</b> #clad #dressed #known #man seller (n.) selling (u.m.) <b>beta</b> -glucose #ray #test tron #wave <b>between</b> brain decks whiles <b>bi</b> (pref.) -iliac <i>rest one word</i> <b>big</b> -eared (u.m.) eye (fish) -eyed (u.m.) head (ego) hearted horn (sheep) -horned (u.m.) house (peniten- tiary) #league (n.) -leaguer mouthed name (top rank) (n., u.m.) time (top rank) (n., u.m.) <b>bill</b> back beetle	<b>bill—con.</b> board book broker broking bug fish fold head heading holder hook poster posting sticker <b>billet</b> -doux head man billingsgate <b>bio</b> (c.f.) -aeration -osmosis <i>rest one word</i> <b>birch</b> bark wood <b>bird</b> bath bander banding cage call catcher craft #dog -eyed (u.m.) -faced (u.m.) house land life lime lore man mouthed seed shop shot skin #song stone woman <b>bird's</b> -eye #nest (literal) (n.) -nest (n., u.m., v.) <b>birth</b> bed #date day #flower land mark mate place #rate right stone #year <b>biscuit</b> #baker maker making -shaped (u.m.) <b>bismuto</b> (c.f.) <i>all one word</i> <b>bit</b> stock wise <b>bitter</b> #end -ender head hearted sweet -tongued (u.m.) <b>black</b> ball (nonliteral) bird
<b>barley</b> corn field mow #water <b>barn</b> #dance man stormer yard barracksmate <b>barrel</b> head maker making -roll (v.) -shaped (u.m.) <b>base</b> ball ball #bat baller board hearted line #line (surveying) load man (n.) #metal -minded (u.m.) #pay <b>basi</b> (c.f.) <i>all one word</i> <b>basket</b> ball baller #case fish maker ware #weave woman work bas-relief <b>bass</b> -bar #drum #horn #viol <b>bat</b> blind -eyed (u.m.) fish fowl man wing <b>bath</b> house mat robe room #towel tub <b>bats</b> man wing (c oth) <b>batter</b> cake man <b>battle</b> ax #cruiser dore -fallen (u.m.)	<b>bay</b> bolt man #rum <b>beach</b> comber head man master wagon <b>bead</b> flush house roll work <b>beak</b> head iron -shaped (u.m.) beakerman <b>beam</b> filling house maker -making (u.m.) man room #trawl work <b>bean</b> bag cod -fed (u.m.) field picker pole pot setter -shaped (u.m.) stalk <b>bear</b> baiting herd hide hound off (n., u.m.) skin trap <b>beater</b> man -out #press -up <b>beauty</b> -blind (u.m.) -clad (u.m.) proof #shop <b>beaver</b> board pelt <b>bed</b> board bug case chair chamber clothes cord cover fast fellow foot frame goer lamp	<b>bee</b> bread -eater herd hive house keeper keeping line man way <b>beech</b> nut wood <b>beef</b> eater #extract -faced (u.m.) head steak tongue <b>beer</b> #cellar maker #yeast <b>bees</b> wax wing <b>beet</b> field #pulp #sugar <b>beetle</b> -browed (u.m.) head headed stock stone <b>before</b> -cited (u.m.) hand -mentioned (u.m.) -named (u.m.) time <b>beggar</b> man woman behindhand <b>bell</b> bird -bottomed (u.m.) boy #buoy crank -crowned (u.m.) hanger hop house maker	<b>bell—con.</b> making man mouthed ringer ringing wether <b>bellows</b> maker making man <b>belly</b> ache band bound buster button -fed (u.m.) land (v.) piece pinch belowstairs <b>belt</b> -driven (u.m.) maker making man saw <b>bench</b> board fellow -hardened (u.m.) land made (u.m.) man mark (nonliteral) #mark (surveying) warmer work <b>bent</b> wing (n., u.m.) wood <b>benzo</b> (c.f.) <i>all one word</i> <b>berry</b> -brown (u.m.) #cone picker picking <b>best</b> #clad #dressed #known #man seller (n.) selling (u.m.) <b>beta</b> -glucose #ray #test tron #wave <b>between</b> brain decks whiles <b>bi</b> (pref.) -iliac <i>rest one word</i> <b>big</b> -eared (u.m.) eye (fish) -eyed (u.m.) head (ego) hearted horn (sheep) -horned (u.m.) house (peniten- tiary) #league (n.) -leaguer mouthed name (top rank) (n., u.m.) time (top rank) (n., u.m.) <b>bill</b> back beetle	<b>bill—con.</b> board book broker broking bug fish fold head heading holder hook poster posting sticker <b>billet</b> -doux head man billingsgate <b>bio</b> (c.f.) -aeration -osmosis <i>rest one word</i> <b>birch</b> bark wood <b>bird</b> bath bander banding cage call catcher craft #dog -eyed (u.m.) -faced (u.m.) house land life lime lore man mouthed seed shop shot skin #song stone woman <b>bird's</b> -eye #nest (literal) (n.) -nest (n., u.m., v.) <b>birth</b> bed #date day #flower land mark mate place #rate right stone #year <b>biscuit</b> #baker maker making -shaped (u.m.) <b>bismuto</b> (c.f.) <i>all one word</i> <b>bit</b> stock wise <b>bitter</b> #end -ender head hearted sweet -tongued (u.m.) <b>black</b> ball (nonliteral) bird



<b>black—con.</b> board -bordered (u.m.) damp -eyed (u.m.) face faced fire fish guard hearted jack leg #letter list mail #market (n.) -market (u.m., v.) -marketeer -marketer mouthed out (n., u.m.) plate (printing) print -robed (u.m.) #sheep shirted smith snake strap (n.) #widow blameworthy <b>blank</b> book #check <b>blanket</b> maker making <b>blast</b> hole plate <b>blasto (c.f.)</b> <i>all one word</i> <b>bleach</b> field ground house man works yard <b>blear</b> eye -eyed (u.m.) -witted (u.m.) <b>blepharo (c.f.)</b> <i>all one word</i> <b>blight</b> bird -resistant (u.m.) <b>blind</b> -bomb (v.) fish -flying (u.m.) fold -loaded (u.m.) #man #pig spot stitch story worm blink-eyed (u.m.) <b>blithe</b> hearted -looking (u.m.) <b>blitz</b> buggy krieg <b>block</b> buster head headed hole (v.) house #letter like maker making man	<b>block—con.</b> ship <b>blood</b> #bank beat borne #count curdling -drenched (u.m.) fin (fish) -giving (u.m.) guilty -hot (u.m.) hound letting line mobile #pressure -red (u.m.) ripe shed shot spiller spilling spot stain stock stone stream sucker sucking #test thirst thirsty #type -warm (u.m.) <b>bloody</b> hearted (u.m.) -nosed (u.m.) -red (u.m.) <b>blossom</b> bill (duck) -bordered (u.m.) head (duck) -laden (u.m.) time <b>blow</b> back box by (n., u.m.) cock down (n., u.m.) fish gun hard (n.) hole iron lamp line off (n., u.m.) out (n., u.m.) outproof pipe proof spray through (u.m.) torch tube up (n., u.m.) <b>blue</b> -annealed (u.m.) beard (n.) bill (bird) bird blood blooded bonnet book (nonliteral) bottle breast (bird) coat (n.) #devil -eye (bird) -eyed (u.m.) fish gill grass -gray (u.m.) -green (u.m.)	<b>blue—con.</b> hearted -hot (u.m.) jack jacket #jay nose -pencil (v.) point (oyster) print stocking stone streak (nonlit- eral) throat (bird) tongue (n.) wing (bird) <b>blunder</b> buss head <b>blunt</b> -edged (u.m.) hearted -spoken (u.m.) <b>boar</b> skin spear staff <b>board</b> #foot maker man #measure rack walk <b>boarding</b> house #school <b>boat</b> bill (bird) builder building hook head house keeper load loader loading man master owner setter shop side swain tail woman wright yard <b>bob</b> cat sled stay tail white <b>bobby</b> pin -soxer <b>body</b> bearer bending builder -centered (u.m.) guard maker making -mind plate #politic work <b>bog</b> -eyed (u.m.) #iron land man trot (v.)	<b>bog—con.</b> trotter way <b>boil</b> down (n., u.m.) off (n., u.m.) out (n., u.m.) over (n., u.m.) <b>boiler</b> house maker making man -off -out plate room shop smith works <b>boiling</b> #house #point <b>bold</b> face (printing) faced hearted -spirited (u.m.) bolsterwork <b>bolt</b> cutter head header heading hole maker -shaped (u.m.) smith strake work <b>bomb</b> #bay drop fall line proof shell sight thrower -throwing (u.m.) <b>bond</b> holder man #paper slave stone woman <b>bonds</b> man woman <b>bone</b> ache #ash black breaker -bred (u.m.) dog (fish) -dry (u.m.) -eater fish -hard (u.m.) head headed lace meal set setter shaker -white (u.m.) work <b>booby</b> #hatch trap boogie-woogie book binder bindery binding board	<b>book—con.</b> case craft dealer #end fair -fed (u.m.) fold keeper keeping -learned (u.m.) #learning -lined (u.m.) list lore lover maker making man mark mate mobile plate rack rest room sale seller selling shelf shop stack stall stamp stand stitch -stitching (u.m.) store -taught (u.m.) #trade wise work worm wright writer <b>boom</b> boat #brace -ended (u.m.) #sail #stay town yard boondoggling <b>boot</b> black boy holder hose jack lace last leg legger lick maker making strap #top #tree <b>border</b> land line <b>bore</b> hole safe sight <b>bosom</b> -deep (u.m.) -folded (u.m.) maker -making (u.m.) <b>bottle</b> bird -fed (u.m.) holder maker making neck
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<b>bottle</b> —con. nose (fish) -nosed (u.m.) tight #washer	<b>brake</b> —con. shoe #wheel brandnew (u.m.) <b>brandy</b> -burnt (u.m.) man wine <b>brass</b> -armed (u.m.) #band -bold (u.m.) bound #hat -smith ware #winds worker works <b>brave</b> hearted -looking (u.m.) -minded (u.m.) <b>brazen</b> -browed (u.m.) face faced <b>bread</b> basket board box crumb earner earning fruit #knife line liner maker making man plate seller stuff #tray winner winning <b>break</b> away (n., u.m.) ax back (n., u.m.) bone (fever) #circuit down (n., u.m.) -even (u.m.) fast fast #room front -in (n., u.m.) #iron line (printing) neck off (n., u.m.) out (n., u.m.) over (n., u.m.) point stone through (n., u.m.) up (n., u.m.) water wind <b>breaker</b> -down man -off -up <b>breast</b> band beam bone -deep (u.m.) -fed (u.m.) -high (u.m.) hook mark piece pin plate plow	<b>breast</b> —con. rail rope wise wood work <b>breath</b> -blown (u.m.) -tainted (u.m.) taking bredstitch <b>breech</b> block cloth loader -loading (u.m.) lock piece pin plug sight <b>breeze</b> -borne (u.m.) -lifted (u.m.) -sweet (u.m.) way <b>brew</b> house master <b>bribe</b> -free (u.m.) giver giving taker taking worthy bric-a-brac <b>brick</b> bat bound -built (u.m.) -colored (u.m.) field kilm layer laying liner maker making mason -red (u.m.) setter wise work yard <b>bride</b> bed bowl cake chamber cup groom knot lace maiden stake <b>brides</b> maid man <b>bridge</b> board builder head house keeper maker man master piece pot #rail tree #wall ward way work <b>bridle</b> #gate	<b>bridle</b> —con. man wise briefcase <b>bright</b> -colored (u.m.) -eyed (u.m.) work <b>brilliant</b> -cut (u.m.) -green (u.m.) brimstone <b>brine</b> bound #cooler house man -soaked (u.m.) bringer-up <b>bristle</b> bird cone (u.m.) -pointed (u.m.) tail bristolboard <b>broad</b> acre ax band (n., u.m.) (radio) -beamed (u.m.) bill (bird) brim cast caster cloth #gage head hearted #jump leaf (n.) -leaved (u.m.) loom minded -mouthed (u.m.) share (n., v.) sheet (n.) side sword tail (n.) way wife wise woven <b>broken</b> -down (u.m.) hearted -legged (u.m.) -mouthed (u.m.) <b>bromo</b> (c.f.) <i>all one word</i> <b>bronchio</b> (c.f.) <i>all one word</i> <b>broncho</b> (c.f.) <i>all one word</i> broncobuster <b>bronze</b> bound -clad (u.m.) -covered (u.m.) -red (u.m.) smith wing (bird) <b>broom</b> #handle -leaved (u.m.) maker -making (u.m.) stick tail <b>brother</b> -german hood -in-law <b>brow</b> beat beaten beating bound	<b>brow</b> —con. piece point post <b>brown</b> back #bread -eyed (u.m.) line (n., u.m.) out (n., u.m.) print #rot #rust stone tail (moth) <b>brush</b> ball bird #holder land maker making man off (n., u.m.) -treat (v.) wood work <b>brusher</b> -off -up bubble #gum <b>back</b> eye -eyed (u.m.) #fever horn hound passer passing plate pot saw shot skin skinned stall stay stove tail tooth wagon wash <b>bucket</b> maker making man #seat -shaped (u.m.) shop <b>bud</b> #rot time wood <b>buff</b> -tipped (u.m.) ware -yellow (u.m.) <b>buffalo</b> back (fish) #dance <b>bug</b> bear bite -eyed (u.m.) fish head (fish) house proof buildup (n., u.m.) <b>built</b> -in (u.m.) -up (u.m.) <b>bulb</b> #rod -tee (u.m.) <b>bulbo</b> (c.f.) <i>all one word</i>
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<b>bulk</b> head headed -pile (v.) weigh (v.) <b>bull</b> back baiting cart dog doze dozer -faced (u.m.) #fiddle fight fighter fighting finch frog head headed hide man -mouthed (u.m.) neck nose nosed pen ring skin #terrier toad -voiced (u.m.) whack whacker whip <b>bullet</b> head headed maker making proof <b>bull's</b> -eye (nonliteral) -foot <b>bumble</b> bee foot kite bumboat <b>bung</b> hole maker start <b>bunk</b> house load bunline <b>burn</b> -in (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) burned-over (u.m.) burner-off <b>burnt</b> -out (u.m.) -up (u.m.) <b>bus</b> #bar boy #conductor driver fare line man <b>bush</b> beater buck fighter fighting -grown (u.m.) hammer -headed (u.m.) land #league -leaguer maker	<b>bush—con.</b> making man master ranger ranging whacker whacking wife woman wood <b>bushel</b> man woman <b>business</b> man woman bustup (n., u.m.) <b>busy</b> body -fingered (u.m.) head headed -idle work <b>butt</b> -joint (v.) saw stock strap -weld (v.) <b>butter</b> ball bill bird box -colored (u.m.) #dish fat fingered fingers fish head #knife maker making man milk mouth mouthed nut #packer print -rigged (u.m.) scotch -smooth (u.m.) wife woman worker -yellow (u.m.) <b>button</b> -eared (u.m.) -headed (u.m.) hold holder hole holed holer holding hook maker making mold #strike worker <b>buzz</b> #bomb #saw #wig buzzerphone <b>by</b> -and-by -by -the-way (n., u.m.) -your-leave (n., u.m.) <i>rest one word</i>	<b>C</b> -sharp -star C-tube <b>cab</b> driver driving fare man #owner stand <b>cabbage</b> fly head worm <b>cabin</b> #car house <b>cabinet</b> maker making work worker working <b>cable</b> #car holder -laid (u.m.) man #ship way <b>caco (c.f.)</b> <i>all one word</i> <b>cage</b> #bird man #stand work <b>cake</b> baker box bread -eater house maker making mixer -mixing (u.m.) pan walk walker <b>calci (c.f.)</b> <i>all one word</i> <b>calf</b> bound #love skin time <b>calico</b> back (fish) #bass calk-weld (v.) <b>call</b> back (n., u.m.) box boy down (n., u.m.) -in (n., u.m.) #market note -off (n., u.m.) out (n., u.m.) -over (n., u.m.) #rate up (n., u.m.) <b>can</b> shaft #switch #wheel <b>camel</b> back (rubber) -backed (u.m.) driver -faced (u.m.) keeper man <b>camel's</b> #hair (n.) -hair (u.m.)	<b>camera</b> #lucida man #obscura <b>camp</b> #bed #chair craft fire #follower ground #meeting site stool ward <b>can</b> #buoy capper maker making not #opener <b>canal</b> boat man side <b>candle</b> bomb box fish -foot holder -hour light lighter lighting lit maker making -meter power -shaped (u.m.) stand stick wick wright <b>candy</b> maker stick <b>cane</b> -backed (u.m.) brake #chair crusher cutter field #press #seat #sugar work <b>canker</b> bird -eaten (u.m.) -mouthed (u.m.) #sore <b>cannon</b> ball proof <b>canoe</b> load man <b>canvas</b> back -covered (u.m.) maker making man #shoe #stitch work worker <b>cap</b> -flash (v.) maker making nut screw sheaf	<b>cap—con.</b> shore stone <b>car</b> barn borne boy break builder fare #ferry #float goose hop line load lot man -mile port shop sick wash washing #wheel <b>carbo (c.f.)</b> <i>all one word</i> <b>carboid (c.f.)</b> <i>all one word</i> <b>carcino (c.f.)</b> <i>all one word</i> <b>card</b> board case holder -index (u.m., v.) maker making player room sharp stock <b>cardio (c.f.)</b> -aortic <i>rest one word</i> <b>care</b> free -laden (u.m.) taker taking -tired (u.m.) worn <b>carpet</b> bag bagger bagging beater beating #cleaner -cleaning (u.m.) -covered (u.m.) fitter fitting layer laying #loom maker making -smooth (u.m.) #snake #stitch #sweeper -sweeping (u.m.) way weaver -weaving (u.m.) web work woven <b>carpo (c.f.)</b> -olecranal <i>rest one word</i> <b>carriage</b> maker -making (u.m.) smith way carrierborne
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<b>carrot</b> -colored (u.m.) head (nonliteral) juice top (nonliteral)	<b>catch—con.</b> cry land line (printing) penny plate #title up (n., u.m.) water weight word work	<b>cerato (c.f.)</b> <i>all one word</i> <b>cerebro (c.f.)</b> -ocular <i>rest one word</i> <b>cervico (c.f.)</b> -occipital -orbicular <i>rest one word</i> <b>cess</b> pipe pit pool <b>chaffcutter</b> <b>chain</b> #bag #belt -driven (u.m.) #gang maker making man stitch store work	<b>check—con.</b> point rack rail rein ring roll roller room rope row rowed rower sheet strap string up (n., u.m.) #valve washer weigher weighman work writer writing <b>checker</b> board breast (bird) -in -off -out -up wise work <b>check</b> bone piece strap cheerleader <b>cheese</b> board box burger cake cloth curd cutter head headed #knife lip maker making parer paring plate #press <b>chemico (c.f.)</b> <i>all one word</i> <b>chemo (c.f.)</b> <i>all one word</i> <b>cherry</b> bird -colored (u.m.) picker picking #pie #pit stone (nonliteral) #stone (literal) #wine <b>chess</b> board man bore <b>chestnut</b> -colored (u.m.) -red (u.m.) <b>chicken</b> bill -billed (u.m.) #breast breasted #coop #farm feed heart hearted house pox	<b>chicken—con.</b> #wire #yard <b>chief</b> #justice -justiceship #mate <b>child</b> bearing bed birth crowing hearted hood kind life -minded (u.m.) ridden wife <b>chill</b> -cast (u.m., v.) room <b>chin</b> band -bearded (u.m.) -chin cloth cough -high (u.m.) piece rest #shield strap <b>china</b> #bark -blue (u.m.) #shop ware <b>China</b> man town woman <b>chip</b> board -munk -shot <b>chiro (c.f.)</b> <i>all one word</i> <b>chisel</b> #bit -cut (u.m.) -edged (u.m.) #grinder #maker mouth (fish) chitchat chitter-chatter <b>chloro (c.f.)</b> <i>all one word</i> <b>chock</b> ablock -full (u.m.) <b>chocolate</b> -brown (u.m.) -coated (u.m.) #maker <b>choir</b> boy man #master #school wise <b>choke</b> bore bored boring damp out (n., u.m.) point strap chokerman <b>chole (c.f.)</b> <i>all one word</i> <b>chondro (c.f.)</b> -osseous <i>rest one word</i> <b>chop</b> -chop house
<b>carry</b> all (n., u.m.) around (n., u.m.) back (n., u.m.) -in (n., u.m.) out (n., u.m.) over (n., u.m.)	<b>cater</b> corner cornered wauling <b>cat's</b> -eye (nonliteral) -paw (nonliteral) <b>cattle</b> #boat #breeder feed man #raiser -raising (u.m.) #ranch yak <b>cauliflower</b> #ear -eared (u.m.) #ware <b>cause</b> way wayman cavalryman <b>cave</b> dweller -dwelling (u.m.) #fish -in (n., u.m.) man cease-fire (n., u.m.) <b>cedar</b> bird -colored (u.m.) #leaf maker ware <b>cell (c.f.)</b> <i>all one word</i> <b>celio (c.f.)</b> <i>all one word</i> <b>cell</b> house mate #tester #wall <b>cellar</b> man way woman <b>cement</b> -covered (u.m.) maker making -temper (v.) <b>census</b> #taker -taking (u.m.) <b>center</b> #bit board head (printing) line most piece #point -second <b>centi (c.f.)</b> <i>all one word</i> centimeter-gram- second <b>centri (c.f.)</b> <i>all one word</i> <b>centro (c.f.)</b> <i>all one word</i> <b>cephalo (c.f.)</b> <i>all one word</i>	<b>chair</b> borne fast maker making man mender mending -shaped (u.m.) warmer woman <b>chalk</b> cutter -eyed (u.m.) line stone -white (u.m.) worker <b>chamber</b> maid woman <b>change</b> house over (n., u.m.) <b>chap</b> book fallen <b>chapel</b> going man <b>char</b> coal coaled coaling pit woman <b>charge</b> #book man off (n., u.m.) out (n., u.m.) Charley horse <b>chart</b> house room <b>chatter</b> box mark cheapskate <b>check</b> bird bite book hook -in (n., u.m.) line list mark mate nut off (n., u.m.) out (n., u.m.) passer (n.) passing	<b>chick</b> point rack rail rein ring roll roller room rope row rowed rower sheet strap string up (n., u.m.) #valve washer weigher weighman work writer writing <b>checker</b> board breast (bird) -in -off -out -up wise work <b>check</b> bone piece strap cheerleader <b>cheese</b> board box burger cake cloth curd cutter head headed #knife lip maker making parer paring plate #press <b>chemico (c.f.)</b> <i>all one word</i> <b>chemo (c.f.)</b> <i>all one word</i> <b>cherry</b> bird -colored (u.m.) picker picking #pie #pit stone (nonliteral) #stone (literal) #wine <b>chess</b> board man bore <b>chestnut</b> -colored (u.m.) -red (u.m.) <b>chicken</b> bill -billed (u.m.) #breast breasted #coop #farm feed heart hearted house pox	<b>chicken—con.</b> #wire #yard <b>chief</b> #justice -justiceship #mate <b>child</b> bearing bed birth crowing hearted hood kind life -minded (u.m.) ridden wife <b>chill</b> -cast (u.m., v.) room <b>chin</b> band -bearded (u.m.) -chin cloth cough -high (u.m.) piece rest #shield strap <b>china</b> #bark -blue (u.m.) #shop ware <b>China</b> man town woman <b>chip</b> board -munk -shot <b>chiro (c.f.)</b> <i>all one word</i> <b>chisel</b> #bit -cut (u.m.) -edged (u.m.) #grinder #maker mouth (fish) chitchat chitter-chatter <b>chloro (c.f.)</b> <i>all one word</i> <b>chock</b> ablock -full (u.m.) <b>chocolate</b> -brown (u.m.) -coated (u.m.) #maker <b>choir</b> boy man #master #school wise <b>choke</b> bore bored boring damp out (n., u.m.) point strap chokerman <b>chole (c.f.)</b> <i>all one word</i> <b>chondro (c.f.)</b> -osseous <i>rest one word</i> <b>chop</b> -chop house
<b>cast</b> away (n., u.m.) back (n., u.m.) -by (u.m.) house off (n., u.m.) out (n., u.m.) -ridden (u.m.) -weld (v.) <b>caster</b> -off -out castlebuilder (dreamer) <b>cat</b> back beam bird block boat call -eyed (u.m.) face (n.) faced facing fall #fever fish footed gut head hole #hook -ion like nap nip -o'-nine-tails piece skin stitch tail walk <b>catch</b> all (n., u.m.) -as-catch-can (u.m.)	<b>catch—con.</b> cry land line (printing) penny plate #title up (n., u.m.) water weight word work <b>cater</b> corner cornered wauling <b>cat's</b> -eye (nonliteral) -paw (nonliteral) <b>cattle</b> #boat #breeder feed man #raiser -raising (u.m.) #ranch yak <b>cauliflower</b> #ear -eared (u.m.) #ware <b>cause</b> way wayman cavalryman <b>cave</b> dweller -dwelling (u.m.) #fish -in (n., u.m.) man cease-fire (n., u.m.) <b>cedar</b> bird -colored (u.m.) #leaf maker ware <b>cell (c.f.)</b> <i>all one word</i> <b>celio (c.f.)</b> <i>all one word</i> <b>cell</b> house mate #tester #wall <b>cellar</b> man way woman <b>cement</b> -covered (u.m.) maker making -temper (v.) <b>census</b> #taker -taking (u.m.) <b>center</b> #bit board head (printing) line most piece #point -second <b>centi (c.f.)</b> <i>all one word</i> centimeter-gram- second <b>centri (c.f.)</b> <i>all one word</i> <b>centro (c.f.)</b> <i>all one word</i> <b>cephalo (c.f.)</b> <i>all one word</i>	<b>cerato (c.f.)</b> <i>all one word</i> <b>cerebro (c.f.)</b> -ocular <i>rest one word</i> <b>cervico (c.f.)</b> -occipital -orbicular <i>rest one word</i> <b>cess</b> pipe pit pool <b>chaffcutter</b> <b>chain</b> #bag #belt -driven (u.m.) #gang maker making man stitch store work <b>chair</b> borne fast maker making man mender mending -shaped (u.m.) warmer woman <b>chalk</b> cutter -eyed (u.m.) line stone -white (u.m.) worker <b>chamber</b> maid woman <b>change</b> house over (n., u.m.) <b>chap</b> book fallen <b>chapel</b> going man <b>char</b> coal coaled coaling pit woman <b>charge</b> #book man off (n., u.m.) out (n., u.m.) Charley horse <b>chart</b> house room <b>chatter</b> box mark cheapskate <b>check</b> bird bite book hook -in (n., u.m.) line list mark mate nut off (n., u.m.) out (n., u.m.) passer (n.) passing	<b>check—con.</b> point rack rail rein ring roll roller room rope row rowed rower sheet strap string up (n., u.m.) #valve washer weigher weighman work writer writing <b>checker</b> board breast (bird) -in -off -out -up wise work <b>check</b> bone piece strap cheerleader <b>cheese</b> board box burger cake cloth curd cutter head headed #knife lip maker making parer paring plate #press <b>chemico (c.f.)</b> <i>all one word</i> <b>chemo (c.f.)</b> <i>all one word</i> <b>cherry</b> bird -colored (u.m.) picker picking #pie #pit stone (nonliteral) #stone (literal) #wine <b>chess</b> board man bore <b>chestnut</b> -colored (u.m.) -red (u.m.) <b>chicken</b> bill -billed (u.m.) #breast breasted #coop #farm feed heart hearted house pox	<b>chicken—con.</b> #wire #yard <b>chief</b> #justice -justiceship #mate <b>child</b> bearing bed birth crowing hearted hood kind life -minded (u.m.) ridden wife <b>chill</b> -cast (u.m., v.) room <b>chin</b> band -bearded (u.m.) -chin cloth cough -high (u.m.) piece rest #shield strap <b>china</b> #bark -blue (u.m.) #shop ware <b>China</b> man town woman <b>chip</b> board -munk -shot <b>chiro (c.f.)</b> <i>all one word</i> <b>chisel</b> #bit -cut (u.m.) -edged (u.m.) #grinder #maker mouth (fish) chitchat chitter-chatter <b>chloro (c.f.)</b> <i>all one word</i> <b>chock</b> ablock -full (u.m.) <b>chocolate</b> -brown (u.m.) -coated (u.m.) #maker <b>choir</b> boy man #master #school wise <b>choke</b> bore bored boring damp out (n., u.m.) point strap chokerman <b>chole (c.f.)</b> <i>all one word</i> <b>chondro (c.f.)</b> -osseous <i>rest one word</i> <b>chop</b> -chop house



<b>chop</b> —con. stiek #suey	<b>clampdown</b> (n., u.m.)	<b>clipper</b> -built (u.m.) man #ship	<b>club</b> —con. foot footed hand haul house #link man mobile ridden room root -shaped (u.m.) #steak woman	<b>cock</b> —con. eyed fight fighting head pit roach #robin spur sure tail -tailed (u.m.) up (n., u.m.)
<b>chow</b> chow line #mein	<b>clap</b> board net trap	<b>cloak</b> -and-dagger (n., u.m.) maker making room	<b>clutch</b> man #shaft	<b>cockle</b> boat shell
<b>Christ</b> -given (u.m.) -inspired (u.m.) like	<b>clasp</b> hook #knife	<b>clock</b> case face house keeper maker making -minded (u.m.) room setter smith #tower wise work	<b>co</b> (pref.) -op exist, operate, etc. <i>rest one word</i>	<b>cocks</b> comb combed
<b>chromo</b> (c.f.) <i>all one word</i>	<b>class</b> book -conscious (u.m.) #consciousness	<b>clod</b> breaker head hopper hopping pate pated	<b>coach</b> -and-four builder building maker making man whip woman work	<b>cod</b> bank fish fishery fishing head headed #liver man pitchings smack worm codebook
<b>chrono</b> (c.f.) <i>all one word</i>	<b>claw</b> bar -footed (u.m.) hammer hatchet -tailed (u.m.)	<b>close</b> bred breeding -connected (u.m.) cross crossed crossing -cut (u.m.) -fertilize (v.) fisted handed headed hearted minded mouthed out (n., u.m.) up (n., u.m.)	<b>coal</b> bag bagger bed bin -black (u.m.) boat box breaker #car dealer digger -faced (u.m.) field fish #gas hole -laden (u.m.) #loader #mine #miner #oil pit rake sack (astron.) shed ship #star #truck yard	<b>coffer</b> dam work
<b>chuck</b> hole plate #rib wagon	<b>clay</b> #band bank -colored (u.m.) man pan pit ware works	<b>closed</b> -circuit (u.m.) #end #shop	<b>coast</b> guardsman land line line side wise	<b>coffin</b> #bone -headed (u.m.) maker making
<b>chuckle</b> head headed	<b>clean</b> -cut (u.m.) handed hearted out (n., u.m.) -shaved (u.m.) -smelling (u.m.) up (n., u.m.)	<b>cloth</b> -backed (u.m.) bound maker making worker	<b>coat</b> hanger rack room tail tailed	<b>cog</b> way wheel
<b>chunkhead</b>	<b>clear</b> cole -cut (u.m.) -eyed (u.m.) headed hearted -sighted (u.m.) starch (v.) up (n., u.m.) wing	<b>clothes</b> bag basket brush #closet horse line man pin press rack #tree yard	<b>cob</b> head meal web webbed webbing work	<b>coil</b> box #packing smith #spring
<b>church</b> craft #door goer going like man manlike ward way woman work yard	<b>clef</b> -footed (u.m.) -graft (v.)	<b>cloud</b> burst cap capped -hidden (u.m.) land #ring clover bloom #hay leaf seed sick sickness worm	<b>cobblestone</b>	<b>coin</b> box holder maker making -operated (u.m.) #silver
<b>churn</b> -butted (u.m.) milk	<b>clerk</b> man woman	<b>club</b> #car #chair		<b>coke</b> rack #rust #iron man #oven
<b>cider</b> maker making	<b>cliff</b> bound dweller -dwelling (u.m.) #face side top -worn (u.m.)			<b>cold</b> blooded -chisel (v.) #cream -draw (v.) finch -flow (v.) -forge (v.) frame #front -hammer (v.) -hammered (u.m.) hearted pack -press (v.)
<b>cigar</b> box case cutter fish holder maker making -shaped (u.m.) store	<b>climb</b> path			
<b>cigarette</b> #case #holder #maker -making (u.m.) #paper	<b>cling</b> fish stone			
<b>cine</b> (c.f.) <i>all one word</i>	<b>clink</b> -clank stone			
<b>circuit</b> #breaker man #rider	<b>clinker</b> -built (u.m.) work			
<b>circum</b> (pref.) arctic, pacific, etc. -Saturnal, etc. <i>rest also one word</i>	<b>clip</b> -clap -edged (u.m.) sheet			
<b>cirro</b> (c.f.) <i>all one word</i>				
<b>cis</b> (pref.) alpine atlantic -trans (u.m.) <i>rest also one word</i>				
<b>city</b> -born (u.m.) bound -bred (u.m.) folk #man scape wide				
<b>clam</b> bake cracker (fish) shell worm				



<b>cold</b> —con. proof -roll (v.) -rolled (u.m.) room (n.) -short (u.m.) -shortness -shoulder (v.) store type (printing) #war #wave -work (v.)	<b>cone</b> —con. maker making -shaped (u.m.) speaker conference #room <b>Congress</b> man man #at #large woman <b>contra</b> (pref.) -acting -approach -ion <i>rest one word</i> <b>coli</b> (c.f.) <i>all one word</i> <b>collar</b> bag band #beam bird bone bound box #button maker making man #pad #rot work <b>colo</b> (c.f.) <i>all one word</i> <b>color</b> bearer blind #blindness fast -free (u.m.) #guard #line maker making man type (printing) (n.) -washed (u.m.)	<b>corn</b> bin bird bread cake cob -colored (u.m.) cracker crib crusher cutter dodger -fed (u.m.) field grower house husk husker land loft meal picker #pit (market) #pone stalk starch #stover worm <b>corner</b> bind piece stone wise corpsman <b>cosio</b> (c.f.) <i>all one word</i> <b>cotter</b> #pin way <b>cotton</b> -clad (u.m.) -covered (u.m.) field grower -growing (u.m.) #mill mouth (snake) packer picker #print seed sick tail <b>council</b> man woman <b>count</b> down (n., u.m.) -down (v.) #wheel <b>counter</b> #check (banking) #septum -off act, propaganda, etc. <i>as combining form,</i> <i>one word</i> countinghouse <b>country</b> -born (u.m.) -bred (u.m.) folk man people #seat side ward wide woman <b>county</b> #seat wide <b>court</b> bred craft house like -martial	<b>court</b> —con. #plaster room ship work yard <b>cousin</b> -german hood -in-law <b>cover</b> alls #crop let side up (n., u.m.) <b>cow</b> barn bell boy catcher -eyed (u.m.) fish gate girl hand hearted herd hide hitch keeper lick man path pen #pony pox puncher shed skin sucker tail yard <b>crab</b> cake catcher eater eating faced hole man meat stick -yaws (n.) <b>crack</b> ajack (n., u.m.) brained down (n., u.m.) jaw pot -the-whip (n., u.m.) up (n., u.m.) crackeware cracksman <b>cradle</b> board land maker man side #snatcher song time <b>craft</b> #union work <b>crafts</b> man woman <b>crane</b> #driver man way <b>cranio</b> (c.f.) <i>all one word</i> <b>crank</b> case	<b>crank</b> —con. -driven (u.m.) man pin pit shaft #wheel <b>crape</b> fish hanger <b>crash</b> boat dive (v.) land (v.) crawfish crawl -a-bottom (fish) up (n., u.m.) <b>crayon</b> board stone <b>crazy</b> bone cat headed #quilt <b>cream</b> cake #cheese -colored (u.m.) maker making ware <b>credit</b> man #union <b>creek</b> bed fish side <b>creep</b> hole mouse <b>crepe</b> #de #chine #paper #rubber #suzette <b>crest</b> fallen line <b>crew</b> cut #list man mate member <b>crib</b> -bite (v.) -biter strap work <b>crime</b> buster busting wave <b>criss</b> cross crossed crockeryware <b>crook</b> <i>all one word</i> <b>crooked</b> -foot (n.) -legged (u.m.) -nosed (u.m.) -toothed (u.m.) <b>crop</b> -bound (u.m.) -haired (u.m.) head #index land man <b>cross</b> -appeal arm armed band
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<b>cross—con.</b> banded banding bar barred beak (bird) beam bearer bedded bedding belt bench #bias bill (bird) #bill (legal) bind bolt bond bones #brace bred breed breeding -bridge (v.) -brush (v.) #bun -carve (v.) -channel (u.m.) -check -claim -compound (v.) -connect (v.) -country (u.m.) -cultivate (v.) -cultivation current -curve (math.) (n.) cut cutter cutting -date (v.) -drain (v.) -dye (v.) -dyeing (n.) -examination -examine (v.) -examiner -eye (n., u.m.) -eyed (u.m.) fall feed -fertile (u.m.) -fertilization -fertilize (v.) -fiber (u.m.) field file fire flow foot -grained (u.m.) hair hand handed hatch hatching haul head -immunity -index (u.m.) -interrogate (v.) -interrogatory -invite (v.) legged legs -level (v.) -license (v.) lift (v.) light line lock lots mark mate (v.) member over (n., u.m.) patch path piece	<b>cross—con.</b> plow (v.) -pollinate (v.) -pollination -purpose (n.) -question rail -reaction -refer (v.) -reference -referring road row #rule #section -service -shaft -slide -spale -staff -sterile -sterility -stitch -stone -stratification -sue (v.) -surge (v.) tail (n.) talk tie tied -tine (v.) -tined (u.m.) town track trail tree under (n., u.m.) -vote -voting walk way web wind wise word <b>crow</b> bait bar #flight foot footed hop <b>crow's</b> -fiber (nonliteral) -nest (nonliteral) <b>crow n</b> bar maker making piece #plate #post #sheet #wheel work crybaby <b>crypto (c.f.)</b> -Christian, etc. <i>rest one word</i> <b>crystal</b> -clear (u.m.) -girded (u.m.) -smooth (u.m.) <b>cub</b> master #shark cubbyhole cuddyhole cullboard <b>cumulo (c.f.)</b> <i>all one word</i> <b>cup</b> bearer board cake #eustard ful #grease	<b>cup—con.</b> head headed holder #hook maker making stone <b>curb</b> #bit #market #roof #sending #signaling stone stoner cure-all (n., u.m.) <b>curly</b> head headed locks (n.) currycomb cussword <b>custom</b> -built (u.m.) house -made (u.m.) -tailored (u.m.) work worker <b>cut</b> away (n., u.m.) back (n., u.m.) glass #hole -in (n., u.m.) lips (fish) off (n., u.m.) out (n., u.m.) over (n., u.m.) rate (u.m.) throat -toothed (u.m.) -under (u.m.) -up (n., u.m.) water work worm <b>cutter</b> -built (u.m.) -down head man -off -out -rigged (u.m.) -up <b>cuttle</b> bone fish <b>cyano (c.f.)</b> <i>all one word</i> <b>cycle</b> car smith <b>cyelo (c.f.)</b> -olefin <i>rest one word</i> <b>cysto (c.f.)</b> <i>all one word</i> <b>cyto (c.f.)</b> <i>all one word</i> <b>D</b> -day -major -plus-4-day D-handle <b>dairy</b> #farm -fed (u.m.) -made (u.m.) maid man woman damsite	<b>damp</b> proof proofing -stained (u.m.) damping-off (n., u.m.) <b>dance</b> #band hall <b>danger</b> -fearing (u.m.) #line #point <b>dare</b> -all (n., u.m.) devil deviltry say <b>dark</b> -eyed (u.m.) hearted horse (nonliteral) room skin (n.) -skinned (u.m.) <b>dash</b> board light line (printing) maker plate pot wheel <b>date</b> line lined mark #stamp daughter-in-law <b>dawn</b> -gray (u.m.) light streak <b>day</b> beam bed book break -bright (u.m.) dawn dream dreamer dreaming -fly (aviation) (v.) -flying (u.m.) going #letter light lighted lit long (u.m.) man mark #nurse room #school #shift side star time work worker <b>de (pref.)</b> -air ice icer -ion centralize, energeze, etc. <i>rest one word</i> <b>dead</b> -alive beat (n.) born -burn (v.) #center -cold (u.m.) -dip (v.) -drunk (u.m.)	<b>dead—con.</b> #end -ender eye (n.) -eyed (u.m.) fall head headed hearted #heat -heated (u.m.) -heater -heavy (u.m.) house latch #letter light line #load lock man (n.) melt pan pay -roast (v.) weight (n., u.m.) wood <b>deaf</b> -dumb -dumbness -mute -muteness <b>deal</b> fish worker yard <b>death</b> bed blow day -divided (u.m.) -doom (v.) #house like #rate -struck (u.m.) trap watch -weary (u.m.) <b>deck</b> hand house -land (v.) load swabber <b>deep</b> -affected (u.m.) -cut (u.m.) -engraved (u.m.) -felt (u.m.) -freeze (u.m., v.) -freezing (u.m.) -frying (u.m.) going -grown (u.m.) -laid (u.m.) most mouthed -rooted (u.m.) #sea -seated (u.m.) -set (u.m.) -sunk (u.m.) -voiced (u.m.) water (u.m.) waterman <b>deer</b> drive (n.) -eyed (u.m.) food herd horn hound keeper #lick meat skin stalker stalking
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<b>deer</b> —con. stand stealer yard	<b>die</b> —con. -cut (u.m., v.) cutter cutting hard (n., u.m.) head holder maker making #mold #plate #proof (philately) (n.) sinker sinking -square (u.m.) stock	<b>disk</b> jockey plow -shaped (u.m.) #wheel districtwide ditch bank digger #hand rider side water ditto graph #mark dive -bomb (v.) #bomber keeper diving #bell #boat do -all (n., u.m.) -gooder -little (n., u.m.) -nothing (n., u.m.) -nought (n., u.m.) dock hand head house land man master side worker yard	<b>doll</b> —con. fish house maker making #post dollar bird fish #mark dolly head man way donkey back -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday door bed bell boy brand case check frame head jamb keeper keeping knob maid maker making man mat nail plate post #roller -shaped (u.m.) sill step stone stop strap way yard dope book sheet dorsi (c.f.) all one word dorso (c.f.) -occipital rest one word double -barrel (n., u.m.) -barreled (u.m.) -bitt (v.) -breasted (u.m.) -charge (v.) check (n., v.) checked (u.m., v.) #chin -chinned (u.m.) #concave #convex cross (nonliteral) crosser (nonlit- eral) crossing (nonlit- eral) #dagger deal (v.) dealer dealing -decker -distilled (u.m.) -duty (u.m.) -dye (v.) -edged (u.m.) -ender #entry	<b>double</b> —con. #gear handed -headed (u.m.) header hearted -headed (u.m.) #play -quick (u.m.) #space #stitch talk #thread #time tone (printing) #track tree -trouble -up (u.m., v.) #work dough boy -colored (u.m.) face -faced (u.m.) head maker making man mixer nut dove -colored (u.m.) cot house like tail tailed down beat beater bound by cast check coast come corner coming -covered (u.m.) crier cry curved cut dale draft drag face fall fallen feed flow fold folded grade gradient growth hanging haul headed hearted hill lead line lock (n.) look most payment pour rate right river rush shore side sitting slip slope -soft (u.m.)
<b>deer</b> —con. stand stealer yard degree -day (measure) wise dehydr(o) (c.f.) all one word demi (pref.) -Christian, etc. -incognito rest one word departmentwide depth #charge dermato (c.f.) all one word derrick #boat #crane man desert -bred (u.m.) #fox land #ship desk #helper man #room work dessert #fork #knife spoon spoonful deutero (c.f.) all one word devil bird -devil -diver (bird) dog (a marine) fish -inspired (u.m.) -ridden (u.m.) dew beam cap -clad (u.m.) claw damp -drenched (u.m.) drop fall -fed (u.m.) -laden (u.m.) lap lapped point dextro (c.f.) all one word di (pref.) all one word dia (pref.) all one word diamond back -backed (u.m.) #dust -shaped (u.m.) work diaz (c.f.) -oxide rest one word dice box board #coal cup man play die -away (u.m.) back case -cast (u.m., v.) caster casting	<b>die</b> —con. -cut (u.m., v.) cutter cutting hard (n., u.m.) head holder maker making #mold #plate #proof (philately) (n.) sinker sinking -square (u.m.) stock diesel -driven (u.m.) -electric (u.m.) #engine dillydally dim -lighted (u.m.) lit out (n., u.m.) diner-out ding bat dong dining #car #hall #room dinitro (c.f.) #spray rest one word dinner #hour time ware dip -dye (v.) -grained (u.m.) head heading #slip stick ware dipper-in direct -connected (u.m.) -indirect direction #finder -finding (u.m.) dirt board -cheap (u.m.) #farmer fast -incrusted (u.m.) line plate #road dirty -faced (u.m.) -minded (u.m.) #work dis (pref.) all one word dish board cloth #cover #drainer maker making pan rack rag #towel washer washing water wiper wiping	<b>disk</b> jockey plow -shaped (u.m.) #wheel districtwide ditch bank digger #hand rider side water ditto graph #mark dive -bomb (v.) #bomber keeper diving #bell #boat do -all (n., u.m.) -gooder -little (n., u.m.) -nothing (n., u.m.) -nought (n., u.m.) dock hand head house land man master side worker yard doctor bird fish doe bird skin dog bite -bitten (u.m.) bolt breeder cart catcher #days -drawn (u.m.) -ear (v.) -eared (u.m.) face (infantry- man) -faced (u.m.) fall fight fish food head -headed (u.m.) hole house leg #owner race racing shore #show skin sled tail -tired (u.m.) tooth -toothed (u.m.) #trainer trick trot vane watch -weary (u.m.) doll beer face -faced (u.m.)	<b>doll</b> —con. fish house maker making #post dollar bird fish #mark dolly head man way donkey back -drawn (u.m.) -eared (u.m.) man #pump work doodlebug doomsday door bed bell boy brand case check frame head jamb keeper keeping knob maid maker making man mat nail plate post #roller -shaped (u.m.) sill step stone stop strap way yard dope book sheet dorsi (c.f.) all one word dorso (c.f.) -occipital rest one word double -barrel (n., u.m.) -barreled (u.m.) -bitt (v.) -breasted (u.m.) -charge (v.) check (n., v.) checked (u.m., v.) #chin -chinned (u.m.) #concave #convex cross (nonliteral) crosser (nonlit- eral) crossing (nonlit- eral) #dagger deal (v.) dealer dealing -decker -distilled (u.m.) -duty (u.m.) -dye (v.) -edged (u.m.) -ender #entry	<b>double</b> —con. #gear handed -headed (u.m.) header hearted -headed (u.m.) #play -quick (u.m.) #space #stitch talk #thread #time tone (printing) #track tree -trouble -up (u.m., v.) #work dough boy -colored (u.m.) face -faced (u.m.) head maker making man mixer nut dove -colored (u.m.) cot house like tail tailed down beat beater bound by cast check coast come corner coming -covered (u.m.) crier cry curved cut dale draft drag face fall fallen feed flow fold folded grade gradient growth hanging haul headed hearted hill lead line lock (n.) look most payment pour rate right river rush shore side sitting slip slope -soft (u.m.)



<b>down—con.</b>	<b>draw—con.</b>	<b>drive</b>	<b>duck—con.</b>	<b>ear</b>
spout	head	away (n., u.m.)	pond	ache
stage	horse	boat	#soup	cap
stairs	knife	bolt	walk	drop
state	knot	cap	<b>due</b>	drum
stream	link	head	-in (n., u.m.)	flap
street	loom	-in (n., u.m.)	out (n., u.m.)	guard
stroke	net	pipe	duffelbag	hole
sun (adv., u.m.)	off (n., u.m.)	screw	<b>dug</b>	lap
swing	out (n., u.m.)	#shaft	out (n.)	mark
take	pin	way	-up (u.m.)	-minded (u.m.)
throw	plate	#wheel	way	#muff
thrust	point	<b>drop</b>	<b>dull</b>	phone
time	sheet	away (n., u.m.)	brained	pick
town	span	#bar	-edged (u.m.)	piece
trampling	stop	bolt	head	-piercing (u.m.)
trend	string	#bomb	headed	plug
trodden	tongs	#folio (printing)	hearted	ring
turn	tube	-forge (v.)	-looking (u.m.)	screw
valley	#well	-forger	-witted (u.m.)	shot
ward	<b>drawer</b>	front	dumdim	sore
way	-down	hammer	<b>dumb</b>	splitting
weigh	-in	head	bell	tab
weight	-off	kick	head	wax
wind	-out	leaf (n., u.m.)	waiter	wig
<b>draft</b>	<b>drawing</b>	leg	#well	witness
age (allowance)	#board	light	<b>dump</b>	<b>earth</b>
#age (conspiration)	-in (n., u.m.)	line	car	bank
-exempt (u.m.)	#room	man	cart	board
#horse	#table	off (n., u.m.)	#heap	born
<b>draftsman</b>	<b>dray</b>	out (n., u.m.)	#truck	bound
<b>drag</b>	#horse	sonde	<b>dunder</b>	-bred (u.m.)
#anchor	man	stitch	head	#crust
bar	<b>dream</b>	worm	headed	fall
boat	-haunted (u.m.)	<b>drug</b>	<b>dung</b>	fast
bolt	land	-addicted (u.m.)	beck	-fed (u.m.)
#barrow	lit	man	bird	fill
line	lore	mixer	hill	grubber
man	world	seller	<b>duo (c.f.)</b>	#hole
net	<b>edridge</b>	store	<i>all one word</i>	#house
pipe	boat	<b>drum</b>	<b>dust</b>	kin
rope	#chain	beat	bin	light
saw	man	fire	box	lit
staff	#net	fish	brush	maker
wire	<b>dress</b>	head	cloth	making
<b>dragger</b>	#goods	line	#counter	mover
-down	maker	#saw	-covered (u.m.)	moving
-in	making	stick	fall	nut
-out	up (n., u.m.)	-up (n., u.m.)	-gray (u.m.)	quake
-up	<b>dressing #room</b>	#winding	-laden (u.m.)	-shaking (u.m.)
<b>dragon</b>	<b>drift</b>	<b>dry</b>	pan	slide
#beam	#boat	-burnt (u.m.)	proof	#spring
-eyed (u.m.)	bolt	#cell	storm	-stained (u.m.)
fish	meter	clean	tight	wall
fly	-mining (u.m.)	cleaned	#well	ward
kind	piece	cleaner	woman	wide
#piece	pin	cleaning	<b>duster</b>	work
<b>dragon's</b>	way	-cure (v.)	man	earthen
#blood	weed	dock	-off	hearted
#teeth	wind	docked	<b>duty</b>	ware
<b>drain</b>	wood	-dye (v.)	bound	east
board	<b>drill</b>	-farm (v.)	-free (u.m.)	bound
cleaner	book	farming (n., u.m.)	dwelling #house	-central (u.m.)
man	case	#goods	dye	#end
pipe	#clamp	goodsman	house	going
tile	holder	house	maker	land
<b>drainage</b>	-like	#kiln	making	-northeast
#area	maker	land (u.m.)	mixer	#side
way	man	lot	stone	-sider
<b>dram</b>	master	-pack (u.m., v.)	stuff	-southeast
shop	#pin	#rot	#vat	ward
<b>draw</b>	#press	-rotted (u.m.)	ware	<b>Easter</b>
-arch (n.)	#rack	-salt (v.)	works	tide
arm	#rest	wash	<b>dynamo</b>	time
back	room	#weight	#brush	easy
bar	stock	worker	electric	going
beam	worker	<b>duck</b>	genesis	hearted
bench	yard	bill	metamorphosed	mark (n.)
board	<b>drip</b>	-billed (u.m.)	phone	-rising (u.m.)
bolt	board	blind	static	-spoken (u.m.)
bore	box	board	<b>dys (pref.)</b>	eaves
bridge	cock	boat	<i>all one word</i>	drop
cut	#cup	foot (tool)	<b>eagle</b>	dropper
down (n., u.m.)	-drip	-footed (u.m.)	#eye	dropping
file	sheet	hearted	-eyed (u.m.)	#molding
gate	stick	house	stone	edge
gear	stone	#hunter	-winged (u.m.)	maker
glove	#tank	-hunting (u.m.)		making
		pin		man



edge—con. #plane shot stone ways wise	ender -on -up endo (c.f.) <i>all one word</i> engine -driven (u.m.) #driver house maker man room #shop -sized (u.m.) smith work #worker #yard entero (c.f.) <i>all one word</i> entry #book man way envelope #holder #maker epi (pref.) <i>all one word</i> equi (c.f.) -gram-molar <i>rest one word</i> ere long now errorproof erythro (c.f.) <i>all one word</i> even glow handed minded -numbered (u.m.) song -tempered (u.m.) tide time ever -abiding (u.m.) bearing blooming -constant (u.m.) -fertile (u.m.) glade going green lasting more -normal (u.m.) -present (u.m.) -ready (u.m.) sporting (biol.) which wise every body day (n., u.m.) #day (each day) how one (all) #one (distributive) thing #time where evil doer doing #eye -eyed (u.m.) -faced (u.m.) hearted -looking (u.m.) minded (u.m.) sayer speaker speaking wishing	ex #cathedra cathedral communicate -governor #libris #office #post #facto #rights -serviceman -trader express man #train way extra -alimentary #allowance -American #binding bold bound -Britannic -condensed (u.m.) #current curricular -fine (u.m.) hazardous judicial -large (u.m.) -long (u.m.) marginal mural ordinary polar -strong (u.m.) territorial vascular eye #apeal ball bank bar blink -blurred (u.m.) bolt brow -conscious (u.m.) cup flap glance glass hole lash lens lid light line mark -minded (u.m.) #opener peep piece pit point service shade shield shot sick sight sore spot -spotted (u.m.) stalk stone strain string tooth wash water wear #weariness wink winker witness witnessing	F -flat -horn -sharp fable #book land maker teller face about (n., u.m., v.) #ache -arbor (v.) cloth -harden (v.) -hardened (u.m.) lifting maker making man mark -on (n., u.m.) piece plate up (n., u.m.) wise work fact book finding fade away (n., u.m.) -in (n., u.m.) out (n., u.m.) faint heart hearted #ruling (printing) -voiced (u.m.) fair ground -lead (n., u.m.) minded play -skinned (u.m.) #trade water way fairy folk hood land like stone tale faith breaker breaking #cure worthy fall away (n., u.m.) back (n., u.m.) fish #guy -in (n., u.m.) out (n., u.m.) -plow (v.) -sow (v.) time trap way #wheat #wind fallow #land false -bottomed (u.m.) #face -faced (u.m.) hearted hood #keel -tongued (u.m.) work fame -crowned (u.m.) -thirsty (u.m.) worthy	fan back bearer #belt #blade #dance fare fish fold foot house -leaved (u.m.) light maker making man marker -shaped (u.m.) tail -tailed (u.m.) fancy #dress -free (u.m.) -loose (u.m.) work -woven (u.m.) -wrought (u.m.) far -aloft (u.m.) away (n., u.m.) -borne (u.m.) #cry -distant (u.m.) -eastern (u.m.) -famed (u.m.) fetched flung (u.m.) going gone -off (u.m.) -reaching (u.m.) seeing -seen (u.m.) -set (u.m.) -sight sighted farm #bloc -bred (u.m.) hand hold house land owner place stead steading work worker yard fashion -led (u.m.) monger #piece (naut.) #plate -setting (u.m.) fast -anchored (u.m.) bound -died (u.m.) going hold -moving (u.m.) -read (v.) -reading (u.m.) #time (daylight saving) fat #acid back backed -bellied (u.m.) brained -free (u.m.) head headed hearted -soluble (u.m.)
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<b>father</b> -confessor -in-law land	<b>fern</b> -clad (u.m.) grower land leaf -leaved (u.m.)	<b>fill</b> -in (n., u.m.) out (n., u.m.) -up (n., u.m.)	<b>fire—con.</b> lit man pit place plow plug -polish (v.) power proof -red (u.m.) -resistant (u.m.) room safe safety side spout stone #test trap truck wall warden water wood work worker	<b>fisher</b> boat boy folk girl man people woman fishyback (n., u.m.)
<b>fault</b> finder finding line slip faux #pas	<b>ferro</b> (c.f.) -carbon-titanium -uranium <i>rest one word</i>	<b>filler</b> cap -in -out -up #wall	<b>fire</b> -resistant (u.m.) room safe safety side spout stone #test trap truck wall warden water wood work worker	<b>fit</b> out (n.) strip
<b>fear</b> -free (u.m.) nought -pursued (u.m.) -shaken (u.m.)	<b>ferry</b> boat #bridge #car house man master #slip way	<b>fin</b> cutter goer going land #paper slide strip -struck (u.m.)	<b>firm</b> -footed (u.m.) hearted -set (u.m.) -up (n., u.m.)	<b>five</b> bar fold -ply (u.m.) -pointed (u.m.) -reeler score -shooter
<b>feather</b> bed (v.) bedding bone brain brained edge edged -footed (u.m.) head headed -leaved (u.m.) man stitch -stitched (u.m.) -stitching -tongue (v.) way weight wing (moth) work worker	<b>fever</b> #heat less like -stricken (u.m.) trap -warm (u.m.)	<b>fine</b> -cut (u.m., v.) -draw (v.) -drawn (u.m.) -featured (u.m.) -looking (u.m.) -set (u.m.)	<b>firm</b> -footed (u.m.) hearted -set (u.m.) -up (n., u.m.)	<b>flag</b> bearer boat maker making pole post -raising (u.m.) ship -signal (v.) staff stick stone #stop worm
<b>fed-up</b> (u.m.)	<b>fiber</b> board -faced (u.m.) stitch	<b>finger</b> breadth -cut (u.m.) fish hold hole hook mark nail parted post print shell spin stall stone tip work	<b>first</b> #aid -aider -born (u.m.) -class (u.m.) corner hand (adv., u.m.) line (u.m.) -made (u.m.) -named (u.m.) -nighter -rate (u.m.) -rater	<b>flame</b> -colored (u.m.) -cut (v.) proof thrower tight
<b>feeble</b> -bodied (u.m.) brained hearted minded	<b>fickle</b> hearted minded (u.m.)	<b>fire</b> arm back (n.) glass ball bell bird board boat bolt bone cake #day eater eye -eyed (u.m.) fall -fed (u.m.) food garth hook house -joint (v.) line man #market meal monger mouth plate pond pool pot pound skin #stick tail trap way weir wife woman works yard	<b>flange</b> #nut way flannel mouth mouthed	<b>flap</b> cake doodle -eared (u.m.) jack
<b>feed</b> back (n., u.m.) bag bin board box crusher cutter head lot mixer pipe rack store stuff #tank #truck #valve way #wire	<b>field</b> ball bird book #corn fare (bird) glass goal house man piece work worker	<b>fish</b> back backed bed -bellied (u.m.) berry bolt bone cake #day eater eye -eyed (u.m.) fall -fed (u.m.) food garth hook house -joint (v.) line man #market meal monger mouth plate pond pool pot pound skin #stick tail trap way weir wife woman works yard	<b>flange</b> #nut way flannel mouth mouthed	<b>flare</b> back (n., u.m.) board light out (n., u.m.) path up (n., u.m.)
<b>feeder</b> -in -up	<b>fierce</b> -eyed (u.m.) hearted -looking (u.m.)	<b>fire</b> arm back (n.) glass ball bell bird board boat bolt bone cake #day eater eye -eyed (u.m.) fall -fed (u.m.) food garth hook house -joint (v.) line man #market meal monger mouth plate pond pool pot pound skin #stick tail trap way weir wife woman works yard	<b>flange</b> #nut way flannel mouth mouthed	<b>flash</b> back (n., u.m.) board bulb card gun lamp light over (n., u.m.) pan point power proof
<b>fellow</b> craft ship <i>rest two words</i>	<b>fiery</b> -flaming (u.m.) -hot (u.m.) -red (u.m.) -tempered (u.m.)	<b>fish</b> back backed bed -bellied (u.m.) berry bolt bone cake #day eater eye -eyed (u.m.) fall -fed (u.m.) food garth hook house -joint (v.) line man #market meal monger mouth plate pond pool pot pound skin #stick tail trap way weir wife woman works yard	<b>flange</b> #nut way flannel mouth mouthed	<b>flat</b> back (bookbind- ing) bed (printing) boat -bottomed (u.m.) car -compound (v.) fish fold foot (n.) footed hat head headed iron
<b>felt</b> cutter -lined (u.m.) maker making packer #roller #roofer work worker	<b>fig</b> bar eater leaf shell	<b>fire</b> arm back (n.) glass ball bell bird board boat bolt bone cake #day eater eye -eyed (u.m.) fall -fed (u.m.) food garth hook house -joint (v.) line man #market meal monger mouth plate pond pool pot pound skin #stick tail trap way weir wife woman works yard	<b>flange</b> #nut way flannel mouth mouthed	<b>flat</b> back (bookbind- ing) bed (printing) boat -bottomed (u.m.) car -compound (v.) fish fold foot (n.) footed hat head headed iron
<b>fence</b> maker post #row	<b>figure</b> head -of-eight (u.m.) #work (printing)	<b>fish</b> back backed bed -bellied (u.m.) berry bolt bone cake #day eater eye -eyed (u.m.) fall -fed (u.m.) food garth hook house -joint (v.) line man #market meal monger mouth plate pond pool pot pound skin #stick tail trap way weir wife woman works yard	<b>flange</b> #nut way flannel mouth mouthed	<b>flat</b> back (bookbind- ing) bed (printing) boat -bottomed (u.m.) car -compound (v.) fish fold foot (n.) footed hat head headed iron
	<b>file</b> card #grinder -hard (u.m.) maker making setter smith -soft (u.m.)	<b>fire</b> arm back (n.) glass ball bell bird board boat bolt bone cake #day eater eye -eyed (u.m.) fall -fed (u.m.) food garth hook house -joint (v.) line man #market meal monger mouth plate pond pool pot pound skin #stick tail trap way weir wife woman works yard	<b>flange</b> #nut way flannel mouth mouthed	<b>flat</b> back (bookbind- ing) bed (printing) boat -bottomed (u.m.) car -compound (v.) fish fold foot (n.) footed hat head headed iron

<b>flat</b> —con. land nose out (n., u.m.) -rolled (u.m.) #silver top -topped (u.m.) ware way wise woods work yard	<b>floor</b> beam board cloth head lamp line load man mat mop #plug #show space stain walker ward #wax -waxing (u.m.) way wise work flopouse <b>flour</b> bag bin #blender #grinder maker making #mill #miller #mixer sack <b>flow</b> meter off (n., u.m.) sheet <b>flower</b> bed bud -crowned (u.m.) #cup #grower -hung (u.m.) maker making piece pot -scented (u.m.) #shop #show #stalk time work <b>flue</b> -cure (v.) man <b>fluid</b> -compressed (u.m.) extract (pharm.) (n.) glycerate #ounce <b>fluo</b> (c.f.) <i>all one word</i> <b>fluoro</b> (c.f.) <i>all one word</i> <b>flush</b> bound -cut (u.m.) -decked (u.m.) -decker gate #head (printing) #tank <b>fute</b> bird like mouth (fish) work <b>fluvio</b> (c.f.) <i>all one word</i> <b>fly</b> away back ball -bitten (u.m.) blow	<b>fly</b> —con. blown boat boy -by-night (n., u.m.) catcher catching eater -fish (v.) -fisher -fisherman #fishing flap flapper -free (u.m.) leaf line man over (n., u.m.) paper proof sheet speck -specked (u.m.) tail tier trap way weight wheel winch <b>flying</b> #boat #bomb #fish <b>foam</b> bow -crested (u.m.) #rubber -white (u.m.) <b>fog</b> born bound bow dog eater -hidden (u.m.) horn -ridden (u.m.) <b>fold</b> -in up (n., u.m.) <b>folk</b> craft #dance free (u.m.) lore song way <b>follow</b> through (n., u.m.) up (n., u.m.) follower-up <b>food</b> grower packer shop sick stuff <b>fool</b> fish hardy headed proof foolscap <b>foot</b> -and-mouth (u.m.) ball band bath blower board brake breadth bridge -candle fall -free (u.m.) gear	<b>foot</b> —con. -grain halt hill hold -lambert licker licking light(s) line lining lock locker hoose man mark note noted pad path pick plate -pound -pound-second power print race rail rest room rope scald -second slogger sore stalk stall step stick stock stone stool -ton walk wall way wear -weary (u.m.) work worn <b>for</b> (pref.) <i>all one word</i> <b>fore</b> -age -and-aft (n., u.m.) -and-after (n.) -edge -end -exercise <i>rest one word</i> <b>forest</b> bound -clad (u.m.) -covered (u.m.) craft #land side <b>fork</b> head lift maker man -pronged (u.m.) lance lancer tail -tailed (u.m.) <b>form</b> board #fletter #work (printing) <b>forth</b> coming right with <b>fortune</b> #hunter #hunting teller telling	<b>forty-niner</b> <b>foul</b> #ball #line -looking (u.m.) mouthed #play -spoken (u.m.) -tongued (u.m.) up (n., u.m.) <b>foundry</b> man #proof (printing) <b>fountain</b> head #pen <b>four</b> -bagger -ball (u.m.) -eyed (u.m.) -eyes (fish) flush flusher flushing fold -footed (u.m.) -in-hand (n., u.m.) -masted (u.m.) -master penny (nail) -ply (u.m.) score some square squared -wheeler <b>fox</b> -faced (u.m.) fish hole hound #hunting skin skinned tail tailed #terrier trot <b>fracto</b> (c.f.) <i>all one word</i> <b>frame</b> house maker making smith up (n., u.m.) work worker frankhearted <b>free</b> board boot booter born drop -for-all (n., u.m.) -grown (u.m.) hand (drawing) handed hearted hold holder lance lancer loader loading man martin -minded masonry #port -spoken (u.m.) standing (u.m.) stone thinker thinking #trade trader way (highway)
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free—con. wheel (u.m., v.) wheeler wheeling #will (n.) will (u.m.) woman	fuel #line #oil wood full back -belied (u.m.) blood blooded bloodedness -bound (u.m.) face faced -fashioned (u.m.) -flowering (u.m.) -grown (u.m.) -handed (u.m.) -headed (u.m.) hearted -lined (u.m.) #load mouth mouthed #speed -strength (u.m.) -time (u.m.) #weight fund holder raising funnel maker -shaped (u.m.) fur -clad (u.m.) coat -lined (u.m.) #lining -trimmed (u.m.) fuse #block board #gag plug	game bag cock craft #fowl keeper keeping room gang land man master plank #press saw way wayman gape seed worm garage garage garbage #can man #truck garnet -brown (u.m.) work gas bag -driven (u.m.) field form -fired (u.m.) firing fitter fitting -heated (u.m.) holder house -laden (u.m.) lamp light lighted lighting line lock #main maker man #mask meter tight #well worker works gastro (c.f.) -oriental rest one word gate house keeper leg (u.m.) legged (u.m.) man pin post tender ward way wayman wise woman works gay cat -colored (u.m.) #dog -looking (u.m.) gear box case -driven (u.m.) fitter maker man -operated (u.m.) set shift wheel	gelatin -coated (u.m.) maker -making (u.m.) gelatino (c.f.) bromide chloride gem cutter -set (u.m.) #stone work genito (c.f.) all one word gentle folk hearted -looking (u.m.) man (n.) -mannered (u.m.) mouthed -spoken (u.m.) woman (n.) geo (c.f.) all one word germ #cell -free (u.m.) #layer proof gerrymander get -at-able away (n., u.m.) off (n., u.m.) -together (n., u.m.) up (n., u.m.) ghost craft -haunted (u.m.) land #town write (v.) writer giddy brain brained head headed -paced (u.m.) gilt -edge (u.m.) -edged (u.m.) head (fish) tail gin house -run (u.m.) ginger #ale bread -colored (u.m.) snap spice work give -and-take (n., u.m.) away (n., u.m.) glacio (c.f.) all one word glad -cheered (u.m.) hearted sad glass blower blowing cutter cutting -eater -eyed (u.m.) fish -hard (u.m.) house maker making man #paper ware	glass—con. #wool work worker working works glauc (c.f.) all one word glaze #wheel work glidepath globe fish holder trotter trotting glosso (c.f.) all one word glove maker making #silk glow fly lamp meter worm gluc(o) (c.f.) all one word glue maker making pot stock glycero (c.f.) all one word glyco (c.f.) all one word go -ahead (n., u.m.) -around (n., u.m.) -as-you-please (u.m.) -back (n., u.m.) -between (n.) by (n.) cart -devil (n.) down (n.) -getter -getting (n., u.m.) -off (n., u.m.) goal keeper mouth (fish) post goat -bearded (u.m.) -drunk (u.m.) -eyed (u.m.) fish herd land #milk skin stone sucker (bird) goat's -hair -horn God -conscious (u.m.) -fearing (u.m.) -forsaken (u.m.) -given (u.m.) head -man -ordained (u.m.) -sent (u.m.) -speed (u.m.) speed -taught (u.m.) ward god child daughter father head
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<b>god</b> —con. hood less like mother parent send ship son sonship wit (bird)	<b>goose</b> —con. rump rumped skin step stepper wing winged <b>gospel</b> like -true (u.m.) gourdhead <b>Government</b> (U.S. or foreign) -in-exile -owned (u.m.) -wide (u.m.) governmentwide (State, city, etc.) <b>grab</b> -all (n., u.m.) hook rope <b>grade</b> finder line mark <b>grain</b> #alcohol -cut (u.m.) field -laden (u.m.) land man mark sick <b>gram</b> -fast (u.m.) -meter -molecular -negative (u.m.) -positive (u.m.) <b>grand</b> aunt child daughter father fatherly mother motherly nephew niece parent sire son stand uncle <b>granite</b> like ware grant-in-aid <b>grape</b> fruit juice -leaved (u.m.) seed shot skin stalk stone vine <b>graph</b> alloy #paper <b>grapho</b> (c.f.) <i>all one word</i> <b>grass</b> bird #blade -clad (u.m.) -covered (u.m.) cutter flat -green (u.m.) hop hopper land nut plot	<b>grass</b> —con. quit (bird) roots (nonliteral) widow widower widowhood <b>grave</b> bound clothes digger digging maker making side stead stone ward yard <b>gravel</b> -blind (u.m.) stone <b>gray</b> back (n., u.m.) beard (n.) -clad (u.m.) coat (n.) -eyed (u.m.) fish -haired (u.m.) head -headed (u.m.) #market out (n., u.m.) pate (bird) <b>grease</b> #gun #pit proof <b>great</b> -aunt coat coated -eared (u.m.) -grandchild -granddaughter -grandfather -grandmother -grandson head (duck) -headed (u.m.) heart hearted mouthed -nephew -niece -uncle <b>green</b> back (n., u.m.) backed belt (community) bone (fish) -clad (u.m.) -eyed (u.m.) finch fish gage (plum) gill grocer grocery head (duck) headed hearted horn house keeper keeping -leaved (u.m.) room sand (geology) sick stone (mineral) stuff sward tail (fish) town (community) ware wing (bird) #wood (literal)	<b>green</b> —con. wood (forest) yard greyhound <b>grid</b> iron #leak line griddlecake grill room work grindstone <b>grip</b> man sack wheel gristmill <b>gross</b> -minded (u.m.) #weight grotto work <b>ground</b> bird borne #glass hog man mass nut path plot power #sluice -sluicer speed #swell time ward wave #water work <b>group</b> -connect (v.) #insurance <b>grown</b> up (n., u.m.) upness <b>grub</b> #hoe stake <b>guard</b> house line (printing) plate rail room #wire guardsman <b>guess</b> rope warp work <b>guest</b> chamber house room rope <b>guide</b> board book craft line post #rail way #word guided-missile (u.m.) guider-in guinea #fowl #hen #pig <b>gum</b> #arabic boil chewer digger drop	<b>gum</b> —con. field -gum lac maker making -saline (n.) shoe <b>gun</b> #barrel bearer boat builder cotton crew deck fight fighter fighting fire flint house (naval) lock maker making man #mount paper pit play point powder power rack -rivet (v.) room runner running shop shot -shy (u.m.) sight smith stock wale <b>gut</b> less string guttapercha <b>gutter</b> blood -bred (u.m.) man snipe spout <b>gymno</b> (c.f.) <i>all one word</i> <b>gyneco</b> (c.f.) <i>all one word</i> <b>gyro</b> #horizon #mechanism #pelorus plane, compass, etc. <i>as combining form,</i> <i>one word</i> <b>H</b> -bar -beam -piece <b>H</b> -bomb -hour <b>hack</b> barrow hammer log man saw <b>hag</b> born fish ride (v.) ridden
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<b>hall</b> #fellow stone storm	<b>half—con.</b> -weekly (u.m.) wit -witted (u.m.) -yearly (u.m.)	<b>hand—con.</b> mold (v.) off (n., u.m.) out (n., u.m.) pick (v.) picked post press pressman print rail railing reading saw scrape (v.) set shake shaking spade spike splice split spring spun -stamp (v.) stand stitch stone stroke stuff -tailored (u.m.) tap tight tool -tooled (u.m.) -tooling (u.m.) truck wear weave wheel work worked worker working woven write (v.) writing written wrought handle-talkie handlebar	<b>hard—con.</b> pan -pressed (u.m.) #rubber -set (u.m.) #shell (n.) ship spun stand standing tack tail (fish) top (auto) #up ware wareman way (beach) #wheat -won (u.m.) wood #work wrought	<b>hay</b> band bird cap cart cock #fever field fork grower lift loft maker making market mow rack rake raker rick -scented (u.m.) seed stack time ward wire
<b>hair</b> band bird breadth brush -check (n.) cloth cut (n.) do dresser dressing -fibered (u.m.) line lock pin #raiser #ribbon space (printing) splitter splitting spring stone streak stroke (printing) #trigger work worm	<b>hammer</b> bird cloth dress (v.) -hard (u.m.) -harden (v.) -hardened (u.m.) #hardening head headed lock maker man proof smith stone #thrower toe -weld (v.) work -wrought (u.m.)	<b>hand</b> bag ball baller bank (v.) barrow bill book -bound (u.m.) bow brake breadth -built (u.m.) car -carry (v.) cart -carve (v.) clap clapping clasp -clean (v.) craft crank cuff cuffed -cut (v.) #drill -embroidered (u.m.) -fed (v.) #fishing fold grasp grip guard gun -high (u.m.) hold hole -in-hand (u.m.) kerchief -knit (v.) -knitter laid -letter (v.) #lever lift (truck) like line liner made maid -me-down (n., u.m.) mill mix (v.)	<b>harness</b> maker -making (u.m.) #race harum-scarum harvest #lice man time has-been (n.) hash house mark hat band box brim brush cleaner #hook maker making piece (cap) pin rack rail shop stand store #tree hatch man way work hatchet #face -faced (u.m.) fish man #stake haul about (n., u.m.) away (n., u.m.) back (n.) haulageway have-not (n., u.m.) haversack hawk bill -billed (u.m.) -nosed (u.m.) hawse hole #hook man piece pipe	<b>hazel</b> -eyed (u.m.) nut he-man head ache aching achy band bander block board cap chair cheese chute cloth dress -ender first fish foremost frame gate gear house hunt hunter hunting lamp land ledge light lighting line liner lock long man master mistress mold most note -on (u.m.) phone piece plate post quarters rail reach rest ring room rope sail set setting (printing) shake sill skin space



head—con.	heavy	hen—con.	high—con.	hold
spin	back	pecked	-up (u.m.)	all (n., u.m.)
spring	-duty (u.m.)	pecking	#water	back (n., u.m.)
stall	-eyed (u.m.)	roost	way	-clear (n., u.m.)
stand	-footed (u.m.)	wife	wayman	down (n., u.m.)
start	handed	woodite	higher-up (n.)	fast (n., u.m.)
stick	headed	yard	hill	off (n., u.m.)
stock	hearted		billy	out (n., u.m.)
stone	-looking (u.m.)		bird	over (n., u.m.)
stream	-set (u.m.)		#country	up (n., u.m.)
strong	#water	hepat (c.f.)	culture (farming)	upman
strongly	weight (n., u.m.)	all one word	man	holder
#tax	hecto (c.f.)	hepta (c.f.)	sale	-forth
wall	all one word	all one word	salesman	-on
waiter	hedge	here	side	-up
water	born	about	top	hole
way	bound	after	hind	-high (u.m.)
wear	breaker	at	brain	man
wind	hog	by	cast	through
work	hop	from	foremost	
worker	hopper	in	gut (n.)	hollow
working	maker	inabove	head	back (bookbind- ing)
yard	making	inafter	leg	-backed (u.m.)
header-up	pig	inbefore	most	-eyed (u.m.)
heal-all (n., u.m.)	row	into	quarter	faced
healthcraft	#trimmer	of	saddle	-ground (u.m.)
hearing #aid	heel	on	#shank	hearted
heart	ball	to	sight	ware
ache	band	tofore	wing	holo (c.f.) <sup>3</sup>
aching	block	under		all one word
beat	cap	unto	hip	holy
bird	fast	upon	bone	#day
block	grip	with	mold	stone
blood	#lift	heroicomic	shot	tide
bound	maker	herringbone	hippo (c.f.)	#year
break	making	hetero (c.f.)	all one word	home
breaker	pad	-ousia, etc.	histo (c.f.)	-baked (u.m.)
breaking	path	rest one word	all one word	body
broken	piece	hexa (c.f.)	hit	born
burn	plate	all one word	-and-miss (u.m.)	bound
burning	post		-and-run (u.m.)	bred
deep	print	hi	-or-miss (u.m.)	brew
felt	ring	-fi	hitch	builder
free (u.m.)	stay	jackd	hiker	building
grief	strap	jacker	hiking	comer
heavy	tap	jacking	hoarfrost	coming
land	helio (c.f.)	hide	hoary	craft
leaf	all one word	-and-see (n., u.m.)	-haired (u.m.)	-fed (u.m.)
-leaved (u.m.)	hell	away (n., u.m.)	headed	felt
line	bender	bound		freeze (u.m., v.)
nut	bent	out (n., u.m.)	hob	freezer
quake	born	high	goblin	freezing
seed	bound	ball	nail	front
sick	box (printing)	binder	naild	furnishing(s) (n.)
sickening	bred	born	nailer	goer
sickness	cat	boy	nob	going
sore	-dark (u.m.)	bred	nobbed	growing
string	diver	brow (nonliteral)	nobbing	grown
struck	dog	-caliber (u.m.)	hobbyhorse	keeper
throb	fire	-class (u.m.)	hockshop	keeping
-throbbing (u.m.)	hole	#climber	hocus-pocus	land
-weary (u.m.)	hound	flier (n.)	hod	lander
wood	-red (u.m.)	flying (u.m.)	#carrier	life
hearth	ship	-foreheaded (u.m.)	man	like
man	help	#frequency	hodgepodge	made
rug	mate	handed	hog	maker
stone	meet	-bat (v.)	back	making
warming	helter-skelter	headed	-backed (u.m.)	owner
heat	hem	hearted	#cholera	ownership
drops	stitch	jinks	-faced (u.m.)	owning
maker	stitching	land (n., u.m.)	fat	plate
making	hema (c.f.)	lander	fish	room
proof	all one word	#light (literal)	frame	seeker
#pump	hemato (c.f.)	light (nonliteral)	hide	sick
#rash	all one word	-minded (u.m.)	nose (machine)	sickness
-resistant (u.m.)	hemi (pref.)	#pass	-nosed (u.m.)	site
stroke	all one word	-power (u.m.)	pen	spun
treat (v.)	hemo (c.f.)	-pressure (u.m., v.)	skin	stead
-treating (u.m.)	all one word	-priced (u.m.)	sty	stead
#wave	hemp	#proof	-tie (v.)	stetch
heathland	seed	-reaching (u.m.)	tight	town
heaven	string	-rigger (n.)	wash	ward
-inspired (u.m.)	hen	road	-wild (u.m.)	work
-sent (u.m.)	bill	#school (u.m.)	yard	worker
ward	coop	#seas	hog's-back (geol.)	woven
wide	-feathered (u.m.)	stepper	hogshead	homeo (c.f.)
heaver	fish	stepping	hoist	all one word
-off	hearted	tail (v.)	away (n.)	homo
-out	house	-tension (u.m.)	man	#legalis
-over		#tide	way	#sapiens

<b>homo</b> (c.f.) -ousia, etc. <i>rest one word</i>	<b>horn</b> -con. tail tip work	<b>hound</b> -con. man shark	<b>hundred</b> -con. -pounder weight	<b>idle</b> headed -looking (u.m.) -minded (u.m.) #wheel ileo (c.f.) <i>all one word</i> ilio (c.f.) <i>all one word</i>
<b>honey</b> -colored (u.m.) comb combed combing dew dewed drop eater fogle hearted -laden (u.m.) lipped maker making moon mooner moonlight moonstruck mouthed pot sucker sweet	<b>horny</b> handed head (fish)	<b>hour</b> glass #hand #wheel	<b>hung</b> #jury -up (u.m.)	<b>ill</b> -advised (u.m.) -being (n.) #blood -born (u.m.) -bred (u.m.) #breeding (n.) -doing (n., u.m.) #fame -fated (u.m.) #health -humored (u.m.) -looking (u.m.) -treat (v.) #usage -use (v.) #will -wisher -wishing (u.m.)
<b>honor</b> bound #man worthy	<b>horse</b> back breaker car cloth craft dealer fair fight fish flesh hair haired head herd hide hoof -hour jockey keeper keeping laugh laughter load man manship meat mint play pond power power-hour power-year pox race racer racing sense shoe shoer tail thief #trade whip whipper woman	<b>house</b> boat bound boy break breaker breaking broken builder building cleaner -cleaning (u.m.) coat dress father fly furnishing(s) (n.) guest hold holder holding keep (v.) keeper keeping line maid man master mate mating mistress mother owner parent pest -raising (u.m.) ridden room smith top wares warming wear wife work wright	<b>hunger</b> -mad (u.m.) -worn (u.m.)	<b>in</b> -and-in (u.m.) -and-out (u.m.) -and-outer -being (adv., u.m.) -flight (u.m.) -law (n.) asmuch, sofar #re, #rem, #situ, etc. (Latin)
<b>hood</b> cap mold wink winked winking			<b>hydro</b> (c.f.) electric, plant, power, etc. #station <i>rest one word</i>	<b>in</b> (pref.) active, service, etc. <i>rest one word</i>
<b>hook</b> beat bound mark print -printed (u.m.)			<b>hugo</b> (c.f.) <i>all one word</i>	<b>inch</b> -deep (u.m.) -long (u.m.) meal -pound -ton index-digest
<b>book</b> ladder maker making man nose -nosed (u.m.) pin smith up (n., u.m.) worm			<b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i>	<b>India</b> #ink #paper #rubber
<b>hooker</b> -off -on -out -over -up	<b>hot</b> bed blood -blooded (u.m.) box brain brained #bread cake -cold dog foot head (n.) headed hearted house #iron -mix (u.m.) pack plate -press (v.) rod (nonliteral) -roll (v.) -rolled (u.m.) spot #type #war -work (v.)	<b>how</b> -do-you-do (n.) ever soever	<b>hypo</b> (pref.) <i>all one word</i>	<b>indigo</b> -blue (u.m.) -carmine (u.m.)
<b>hoop</b> maker making stick			<b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>	<b>Indo</b> (c.f.) china <sup>1</sup> -European, etc.
<b>hop</b> about (n., u.m.) off (n., u.m.) scotch toad yard			<b>ice</b> berg bird blind #blindness blink block boat bone bound box breaker breaking cap capped -clad (u.m.) -cold (u.m.) -cooled (u.m.) -covered (u.m.) craft #cream fall field fish #fishing -free (u.m.) house land line maker making man pack plant plow quake #shelf <sup>1</sup> #storm #water work	<b>industrywide</b> <b>infra</b> (pref.) -anal -auricular -axillary -esophageal -umbilical <i>rest one word</i>
<b>hope</b> #chest			<b>ichthyo</b> (c.f.) <i>all one word</i>	<b>ingot</b> #iron maker man
<b>hopper</b> burn #car dozer man			<b>ideo</b> (c.f.) -unit <i>rest one word</i>	<b>inguino</b> (c.f.) <i>all one word</i>
<b>horehound</b>				<b>ink</b> -black (u.m.) fish holder maker making mill mixer pot slinger spot -spotted (u.m.) stain stand stone
<b>horomono</b> (c.f.) <i>all one word</i>				
<b>horn</b> bill blende blower book -eyed (u.m.) pipe stay stone	<b>hound</b> #dog fish	<b>hump</b> back backed -shouldered (u.m.) humpty-dumpty hunch back backed hundred fold -legged (u.m.) -percent		

<sup>1</sup> See note on p. 111.<sup>2</sup> Decision of U.S. Board on Geographic Names.

<b>ink</b> -con. well writer	<b>J</b> ack ass bird box fish hammer head -in-the-box knife light line man -of-all-trades -o'-lantern -plane (v.) pot rabbit screw shaft snipe stay straw tar #towel yard yarder	<b>jib</b> -con. man -o-jib stay <b>jig</b> -a-jig back -drill (v.) man saw sawed sawing <b>job</b> holder #lot man #press #printer seeker #shop site #ticket #type work <b>joggle</b> #piece work <b>joint</b> maker #owner <b>joke</b> book smith joulemeter <b>journey</b> man work <b>Joy</b> hop killer ride stick jukebox <b>jump</b> master off (n., u.m.) rock <b>jungle</b> -clad (u.m.) -covered (u.m.) side <b>junk</b> board #dealer man yard <b>jury</b> #box #fixer -fixing (u.m.) man -rigged (u.m.) woman <b>juxta</b> (c.f.) -ampullar -articular rest one word	<b>kerato</b> (c.f.) all one word <b>kettle</b> drum drummer stitch <b>key</b> board bolt #drawing (printing) holder hole lock man note noter ring seat seater smith stone stop way word work worker <b>kick</b> about (n., u.m.) back (n., u.m.) -in (n., u.m.) off (n., u.m.) out (n., u.m.) up (n., u.m.) <b>kid</b> #point skin <b>kill</b> deer (bird) devil joy time (n., u.m.) <b>kiln</b> -dry (v.) eye hole man rib stick tree <b>kilo</b> (pref.) gram-meter volt-ampere watt-hour rest one word <b>kind</b> heart hearted <b>king</b> bird bolt #crab craft fish fisher head hood hunter like maker making piece pin #post <b>kins</b> folk man people woman kiss-off (n., u.m.) <b>kitchen</b> maid man #servant ware wife work <b>kite</b> flier flying	<b>kittenhearted</b> <b>Klans</b> man woman <b>knap</b> sack sacked sacking <b>knee</b> -braced (u.m.) brush cap -deep (u.m.) #halter -high (u.m.) hole #jerk pad pan piece stone strap <b>knick</b> knack point <b>knife</b> board #edge #grinder like man smith way <b>knight</b> -errant head hood <b>knit</b> back #goods wear work <b>knob</b> kerrie #lock stick stone <b>knock</b> about (n., u.m.) away (n., u.m.) down (n., u.m.) -knee (n.) -kneed (u.m.) off (n., u.m.) -on (n., u.m.) out (n., u.m.) stone up (n., u.m.) <b>knocker</b> -off -up <b>knot</b> hole horn work <b>know</b> -all (n., u.m.) -how (n., u.m.) -it-all (n., u.m.) -little (n., u.m.) -nothing (n., u.m.) <b>knuckle</b> bone -deep (u.m.) #duster -kneed (u.m.) <b>Ku</b> #Klux #Klan  <b>L</b> -bar -beam -block -square <b>labio</b> (c.f.) all one word <b>labor</b> saving #union
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lace bug -edged (u.m.) #edging maker making man #paper piece wing (insect) -winged (u.m.) woman work worked worker	land—con. -grant (u.m.) holder holding #horse lady line locked look looker lord lubber man mark mass #measure mine #office owner ownership owning plane -poor (u.m.) power right scape sick side site slide slip #snail spot storm #tax #taxer ward wash wire wrack yard	latero (c.f.) <i>all one word</i> lath -backed (u.m.) maker work lathe -bore (v.) man latter -day (u.m.) most lattice #stitch work laughing #gas stock laundry maid man owner #room woman law -abiding (u.m.) book breaker breaking #court craft -fettered (u.m.) giver giving maker making #office proof suit suiting lawnmower lay away (n., u.m.) back (n., u.m.) boy -by (n.) down (n., u.m.) man -minded (u.m.) off (n., u.m.) on (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) woman layer -on -out -over -up lazy bird bones boots #guy #jack legs lead -burn (v.) -filled (u.m.) -gray (u.m.) -in (n., u.m.) line #line (med., naut. only) man off (n., u.m.) out (n., u.m.) #pencil time way work leaden -eyed (u.m.) hearted pated -souled (u.m.)	leader #line work leaf boy bud bug -clad (u.m.) -eating (u.m.) girl hopper #mold -red (u.m.) -shaped (u.m.) stalk work lean -faced (u.m.) -looking (u.m.) -to (n., u.m.) leap frog frogger frogging #year lease back (n., u.m.) hold holder holding leather back -backed (u.m.) board -bound (u.m.) -brown (u.m.) -covered (u.m.) craft fish head headed maker making neck side ware wing work worker working leavetaking lee #anchor board -bow (v.) fang #shore #tide ward way #wheel leech eater #rope left -bank (v.) -hand (u.m.) -handed (u.m.) -handler most over (n., u.m.) -sided (u.m.) ward wing (political) winger (political) wingism (political) leg band banding piece puller pulling rope (v.) work lend-lease (all meanings)	length ways wise lepto (c.f.) <i>all one word</i> let down (n., u.m.) off (n., u.m.) up (n., u.m.) letter bound box #carrier drop gram head #paper -perfect (u.m.) press space spaced spacing writer writing leuco (c.f.) <i>all one word</i> level headed #line liberal #arts -minded (u.m.) lieutenant #colonel -colonelcy #governor -governorship life belt blood boat boatman #buoy drop #everlasting float giver giving guard hold holder jacket like line long #mask #net raft #rate ring saver saving -size (u.m.) -sized (u.m.) span spring stream tide time timer vest weary (u.m.) work lift-off (n., u.m.) light -armed (u.m.) borne brained #buoy -clad (u.m.) -colored (u.m.) -drab (u.m.) -draft (u.m.) face (printing) faced -footed (u.m.) handed headed hearted
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<b>light</b> —con. house house #keeping (nautical) #housekeeping (domestic) houseman keeper man mouthed proof -producing (u.m.) room (navigation) ship -struck (u.m.) weight (n., u.m.) wood -year <b>lighter</b> man -than-air (u.m.) <b>like</b> -looking (u.m.) -minded (u.m.) wise <b>lily</b> handed -shaped (u.m.) -white (u.m.) <b>lime</b> house juice juicer kiln light lighter pit quat stone wash water <b>linch</b> bolt pin plinned <b>line</b> -bred (u.m.) -breed (v.) casting cut (printing) #engraving finder man up (n., u.m.) walker work <b>link</b> #motion work <b>lion</b> -bold (u.m.) -headed (u.m.) heart hearted like -maned (u.m.) proof <b>lip</b> read reader reading service stick work listener-in <b>litho</b> (c.f.) -offset <i>rest one word</i> littermate little -known (u.m.) neck (clam) -used (u.m.) <b>live</b> #load long #matter stock #weight	<b>live</b> —con. #wire wire (nonliteral) <b>liver</b> -brown (u.m.) -colored (u.m.) hearted wurst living #room <b>load</b> #displacement line master meter <b>loan</b> monger word <b>lob</b> fig lolly tail <b>lobster</b> #pot proof -tailed (u.m.) <b>lock</b> box fast hole jaw maker making man nut out (n., u.m.) pin #pouch ring smith step stitch up (n., u.m.) washer work <b>locker</b> man #room <b>lode</b> star stone stuff lodginghouse <b>log</b> book cock (bird) jam line man roll rolled roller rolling wood work <b>logger</b> head headed <b>logo</b> (c.f.) <i>all one word</i> <b>long</b> #ago -awaited (u.m.) beard (n.) -bearded (u.m.) bill (bird) -billed (u.m.) boat borne bow cloth -distance (u.m.) -drawn (u.m.) felt fin (fish) hair (n.) -haired (u.m.) hand (nonliteral) -handed (u.m.) -handled (u.m.)	<b>long</b> —con. head (n.) headed horn (cattle) -horned (u.m.) jaw (fish) #jump leaf -leaved (u.m.) -legged (u.m.) legs (n.) -lived (u.m.) #measure mouthed neck (duck) -necked (u.m.) nose (n.) -nosed (u.m.) -past (u.m.) play (records) playing (records) (u.m.) run (u.m.) shoreman spun spur (bird) standing (u.m.) stitch tail time (u.m.) #ton wave (radio) ways wise wool (sheep) work <b>look</b> down (n., u.m.) -in (n., u.m.) out (n., u.m.) over (n., u.m.) through (n., u.m.) looker-on <b>loop</b> hole #knot stitch work <b>loose</b> leaf (u.m.) mouthed -tongued (u.m.) <b>lop</b> -eared (u.m.) sided <b>loud</b> mouthed speaker (radio) -voiced (u.m.) <b>love</b> bird born -inspired (u.m.) #knot lorn maker making mate proof seat sick sickness worthy <b>low</b> born boy bred brow (nonliteral) browed (nonlit- eral) -built (u.m.) down (n., u.m.) -downer #frequency land (n., u.m.) -lived (u.m.) -lying (u.m.) -power (u.m.) -pressure (u.m.)	<b>low</b> —con. #tide #water <b>lower</b> case (printing) cased (printing) #class classman #deck #grade most #world <b>lug</b> bolt mark #rig sail lukewarm <b>lumber</b> jack man #room yard <b>lumbo</b> (c.f.) -ovarian <i>rest one word</i> lumen-hour <b>lump</b> fish sucker lunchroom <b>lung</b> #fever fish -grown (u.m.) motor worm lying-in (n., u.m.) <b>lyre</b> bird man tail -tailed (u.m.)  M-day <b>mace</b> bearer #oil <b>machine</b> -finished (u.m.) gun -hour -made (u.m.) man #shop #stitch #work <b>macro</b> (c.f.) <i>all one word</i> <b>mad</b> brain brained cap house man stone woman <b>made</b> -over (u.m.) -up (u.m.) <b>magnetite</b> -basalt -olivinite -spinellite <b>magneto</b> (c.f.) -optics <i>rest one word</i> mahjong <b>maid</b> #of #honor servant <b>maiden</b> hair head name	<b>mail</b> bag box clad guard man -order (u.m.) plane pouch room truck <b>main</b> #brace land lander mast pin sail sheet spring stay stream (nonlit- eral) top topman topmast #yard <b>maize</b> bird -eater (bird) <b>major</b> -domo #general #key #league -leaguer -minor <b>make</b> -believe (n., u.m.) fast (n.) ready (printing) shift up (n., u.m.) weight <b>maker</b> -off -up making #up <b>mal</b> (c.f.) <i>all one word</i> <b>man</b> back bird -child -created (u.m.) -day eater eating -fashion (u.m.) -grown (u.m.) handle handled hater -high (u.m.) hole hood -hour keeper (bird) killer killing kind like made (u.m.) -minute -of-war (ship) power rope servant -size (u.m.) slaughter slayer slaying stealer stealing stopper stopping trap ward way
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<b>man</b> —con. wise -woman -year manic-depressive <b>mantel</b> piece shelf tree <b>many</b> -colored (u.m.) fold -folded (u.m.) plies -sided (u.m.) <b>map</b> land maker making reader reading tack wise <b>marble</b> head hearted -looking (u.m.) -topped (u.m.) -white (u.m.) <b>mare's</b> -nest -tail <b>mark</b> down (n., u.m.) man off (n., u.m.) shot up (n., u.m.) <b>marker</b> -down -off -up <b>marketplace</b> <b>marks</b> man manship woman <b>marrowbone</b> <b>marsh</b> buck field land mallow (confection) #mallow (plant) man <b>masonwork</b> <b>mass</b> -minded (u.m.) -produce (v.) <b>mast</b> -brown (u.m.) head man <b>master</b> #at #arms #bedroom #key #map #mason mind #of #ceremonies piece ship #stroke work #workman <b>mat</b> board -covered (u.m.) maker making <b>match</b> board book box #joint -lined (u.m.) maker	<b>match</b> —con. making mark safe stick wood May #Day -day pole tide time may be (adv.) beetle bird day (radio) fish fowl hap <b>meadow</b> land lark <b>meal</b> man time <b>mealy</b> bug mouth mouthed <b>mean</b> -acting (u.m.) -spirited (u.m.) time (meanwhile) #time (astronomical) tone (u.m.) while <b>meat</b> ball bird cutter -eater -fed (u.m.) hook -hungry (u.m.) man packer packing works <b>mechanico</b> (c.f.) all one word <b>medico</b> (c.f.) all one word <b>medio</b> (c.f.) all one word <b>medium</b> -brown (u.m.) #frequency -size (d) (u.m.) weight (n., u.m.) <b>meek</b> -eyed (u.m.) hearted -spirited (u.m.) meetinghouse <b>megalo</b> (c.f.) all one word <b>melon</b> grower -laden (u.m.) like monger -shaped (u.m.) <b>melt</b> down (n., u.m.) #water <b>men</b> folk kind <b>meningo</b> (c.f.) all one word <b>merchant</b> like man #ship (vessel) <b>merry</b> -go-round maker	<b>merry</b> —con. making man meeting -minded (u.m.) wing (duck) <b>mesh</b> bag #knot work <b>meso</b> (c.f.) all one word <b>mess</b> hall kit man mate room tin -up (n., u.m.) <b>meta</b> (pref.) all one word <b>metal</b> ammonium bound -clad (u.m.) -coated (u.m.) craft -lined (u.m.) ware work worker working works <b>meter</b> -amperes #angle gram -kilogram -kilogram-second man -millimeter <b>metro</b> (c.f.) all one word <b>mezzo</b> graph relievo soprano tint tinter <b>micro</b> (c.f.) -organism rest one word <b>mid</b> (c.f.) -American, etc. -April -dish -ice -1958 -Pacific, etc. -Victorian, etc. rest one word <b>middle</b> #age -aged (u.m.) breaker brow (nonliteral) -burst (v.) buster #ear #ground man most -sized (u.m.) splitter way weight woman <b>mighty</b> -banded (u.m.) hearted <b>mil-foot</b> <b>mild</b> -cured (u.m.) hearted heartedness -spoken (u.m.)	<b>mile</b> -long (u.m.) -ohm post -pound stone -ton way -wide (u.m.) <b>militaman</b> <b>milk</b> -fed (u.m.) #fever fish head house maid man #run shake shed shop sick sickness sop stone -white (u.m.) <b>mill</b> board cake course dam feed hand -headed (u.m.) #hole house man owner pond post race ring #run site stock stone stream tail #tax ward #wheel work worker wright <b>milli</b> (c.f.) gram-hour rest one word <b>mince</b> meat #pie <b>mind</b> #healer -healing (u.m.) reader reading sight <b>mine</b> field layer owner #run ship sweeper sweeping swept (u.m.) thrower work worker works <b>minor</b> #key #league -leaguer <b>minute</b> #book #hand man #mark	<b>mirror</b> -faced (u.m.) scope mirthmaking <b>mis</b> (pref.) all one word <b>mischief</b> maker making <b>missile</b> maker man work <b>mist</b> bow -clad (u.m.) -covered (u.m.) fall <b>miter</b> #box -lock (v.) <b>mix</b> blood up (n.) <b>mixing</b> #room <b>mizzen</b> mast mastman topman <b>mock</b> bird -heroic (u.m.) #turtle up (n., u.m.) <b>mockery</b> -up <b>mocking</b> bird stock -up (u.m.) <b>model</b> maker making <b>mold</b> board made (u.m.) <b>mole</b> catcher catching -eyed (u.m.) head heap hill skin <b>money</b> bag box changer changing getter getting grubber grubbing lender lending -mad (u.m.) maker making monger mongering #order saver saving <b>monk</b> bird craft fish <b>monkey</b> -faced (u.m.) #jacket like nut pod pot shine tail #wrench <b>mono</b> (c.f.) -ideistic -lodo
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<b>mono</b> —con. -iodohydrin -ion -ousian <i>rest one word</i> <b>month</b> -end (u.m.) long (u.m.) <b>moon</b> beam bill blind #blindness blink born -bright (u.m.) calf down (n.) eye eyed face faced fish gazing glow head light lighter lit -mad (u.m.) man path rise sail set shade shine shiner shining shot sick stone stricken struck tide walker walking -white (u.m.) <b>moor</b> ball bird fowl #hen tetter (bird) <b>moose</b> bird call <b>mop</b> board head headed stick up (n., u.m.) mopper-up mopping-up (u.m.) moreover <b>morning</b> #sickness #star tide #watch <b>mortar</b> board ware <b>mortgage</b> #bond holder <b>mosquito</b> #boat #fleet -free (u.m.) #net <b>moss</b> back backed bound bunker (fish) -clad (u.m.) -green (u.m.)	<b>moss</b> —con. -grown (u.m.) head -lined (u.m.) most-favored-nation (u.m.) <b>moth</b> ball balled balling -eaten (u.m.) hole proof <b>mother</b> hood -in-law land #lode -of-pearl #ship <b>moto</b> (c.f.) <i>all one word</i> <b>motor</b> bike boat bus cab cade car #court cycle cyclist -driven (u.m.) drome jet #lifeboat man -minded (u.m.) ship #torpedo #boat truck van way <b>mound</b> builder building maker making work <b>mountain</b> -high (u.m.) side top -walled (u.m.) <b>mouse</b> bird -brown (u.m.) -eared (u.m.) -eaten (u.m.) fish hawk hole proof trap <b>mouth</b> breeder (fish) -filling (u.m.) -made (u.m.) piece wash <b>movie</b> goer land maker making <b>mow</b> burn burnt land <b>muck</b> rake (v.) raker sweat <b>muco</b> (c.f.) <i>all one word</i> <b>mud</b> bank bath boat	<b>mud</b> —con. cap #color -colored (u.m.) fish flat flow guard head hole house land lark sill skipper (fish) slinger slinging -splashed (u.m.) stain stained stone sucker track #turtle <b>muddle</b> head headed <b>muddy</b> brained breast (bird) headed <b>mule</b> back #deer man skinner <b>multi</b> (c.f.) <i>all one word</i> <b>multiple-purpose</b> (u.m.) <b>muscle</b> bound maker making power <b>music</b> -mad (u.m.) maker making room <b>musico</b> (c.f.) <i>all one word</i> <b>musk</b> #deer #hog melon #ox rat <b>mutton</b> bird #chop (meat) chop (shape) fish fist head headed #quadr (printing) <b>myria</b> (c.f.) <i>all one word</i> <b>mytho</b> (c.f.) <i>all one word</i> <b>myxo</b> (c.f.) <i>all one word</i> <b>nail</b> bin brush head -headed (u.m.) #hole maker making print proof puller rod -shaped (u.m.) shop	<b>nail</b> —con. sick smith -studded (u.m.) <b>name</b> board -calling (u.m.) -dropping (u.m.) plate sake naptime <b>narco</b> (c.f.) <i>all one word</i> <b>narrow</b> #gage headed hearted heartedness -mouthed (u.m.) minded <b>naso</b> (c.f.) -occipital -orbital <i>rest one word</i> nationwide native-born (u.m.) <b>nature</b> craft #print <b>navy</b> -blue (u.m.) man woman <b>near</b> -acquainted (u.m.) -bordering (u.m.) by -miss sight sighted neatline neat's-foot (u.m.) <b>neck</b> band -breaking (u.m.) cloth -deep (u.m.) fast guard -high (u.m.) hole lace laced line mold piece tie wear <b>necro</b> (c.f.) <i>all one word</i> <b>needle</b> bill book case fish -made (u.m.) maker making man point pointed proof -shaped (u.m.) -sharp (u.m.) stone #trade woman work worked worker ne'er-do-well <b>neo</b> (c.f.) -Greek, Syriac, etc <i>rest one word</i> <b>nephro</b> (c.f.) <i>all one word</i> <b>nerve</b> ache #block	<b>nerve</b> —con. #cell -celled (u.m.) -racked (u.m.) <b>net</b> ball braider fish maker making man -veined (u.m.) work #worth <b>nettle</b> bird fire foot #rash some <b>neuro</b> (c.f.) <i>all one word</i> <b>never</b> -ending (u.m.) more theless <b>new</b> born comer -created (u.m.) fangled -fashioned (u.m.) -front (v.) #look -made (u.m.) market (coat) -mown (u.m.) -rich (u.m.) newlywed <b>news</b> boat boy case cast -caster casting dealer #editor -greedy (u.m.) letter making man paper paperboy paperman paperwoman paper #work printer print reader reel room sheet stand teller worthy writer writing <b>nick</b> -eared (u.m.) name <b>nickel</b> plate (v.) -plated (u.m.) -plating (u.m.) type <b>night</b> -black (u.m.) #blindness cap capped -clad (u.m.) clothes club dress #editor fall fish flit (bird)
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<b>night</b> —con. -fly (aviation) (v.) -flying (u.m.) fowl gown -grown (u.m.) hawk #letter long (u.m.) man mare #school shade #shift shirt side tide time -veiled (u.m.) walker walking ward #watch #watchman wear work worker <b>nimble</b> brained -fingered (u.m.) footed <b>nimbostratus</b> <b>nine</b> fold holes -killer (bird) -lived (u.m.) penny (nail) pin score <b>nitro</b> (c.f.) -hydro-carbon <i>rest one word</i> <b>no</b> -account (n., u.m.) body -good (n., u.m.) -hitter (n.) how #man's land -par (u.m.) -par-value (u.m.) -show (n., u.m.) -thoroughfare (n.) way (adv.) where whit wise <b>noble</b> -born (u.m.) -featured (u.m.) hearted heartedly heartedness -looking (u.m.) man -minded (u.m.) woman <b>noise</b> maker making <b>nol</b> -pros (v.) -prossed (u.m.) -prossing (u.m.) <b>non</b> -civil-service (u.m.) -European, etc. -pros (v.) -prossed (u.m.) -prossing (u.m.) #sequitur, etc. -tumor-bearing (u.m.) <i>as prefix, one word</i> <b>none</b> such theless	<b>noon</b> day light tide time <b>north</b> borne bound -central (u.m.) east east-bound (u.m.) easter eastern #end going land light most -northeast #shore #side -sider ward west-bound (u.m.) <b>nose</b> bag bleed bone dive down (n., u.m.) gay guard -high (u.m.) hole -led (u.m.) over (n., u.m.) piece pipe ring -thumbing (u.m.) up (n., u.m.) wheel <b>notch</b> board wing (moth) <b>note</b> book head holder #paper worthy notwithstanding <b>novel</b> craft maker making #reader -reading (u.m.) #writer -writing (u.m.) <b>nucleo</b> (c.f.) <i>all one word</i> <b>nun</b> bird #buoy <b>nurse</b> girl hound (fish) maid <b>nursery</b> maid man #school <b>nut</b> breaker -brown (u.m.) cake #coal cracker #dash (printing) hatch hook pecker pick #quadr (printing) -shaped (u.m.) shell sweet	<b>oak</b> -beamed (u.m.) -clad (u.m.) -green (u.m.) #leaf -leaved (u.m.) wood (color) <b>oar</b> fish -footed (u.m.) lock <b>oars</b> man woman <b>oat</b> bin cake -fed (u.m.) field land meal seed <b>oath</b> bound breaker worthy <b>oblong</b> -elliptic (u.m.) -leaved (u.m.) -linear (u.m.) -ovate (u.m.) -shaped (u.m.) -triangular (u.m.) occipito (c.f.) -otic <i>rest one word</i> <b>ocean</b> -born (u.m.) borne bound -girdled (u.m.) going side -spanning (u.m.) #trade wide wise <b>octo</b> (c.f.) <i>all one word</i> <b>odd</b> -jobber -jobman -looking (u.m.) #lot man (arbiter) #number -numbered (u.m.) woman <b>off</b> -and-on (u.m.) beat cast center (u.m.) color (u.m.) -colored (u.m.) cut (printing) day -fail (v.) -flavor (n., u.m.) -flow -go (n.) going grade hand handed look -lying (u.m.) peak print put -reckoning (n.) saddle scape scour scouring scum set shoot	<b>off</b> —con. shore side -sorts (n.) spring stage street take -the-record (u.m.) type ward -wheel (n.) -wheeler (n.) -white (u.m.) #year <b>office</b> #boy holder seeker -seeking (u.m.) worker oftimes <b>ohm</b> -ammeter meter -mile <b>oil</b> bird #burner cake can cloth coat cup -driven (u.m.) -fed (u.m.) field fish -forming (u.m.) -harden (v.) hole man meal paper proof proofing seed #shell skin skinned -soaked (u.m.) stone stove -temper (v.) tight tightness way #well <b>old</b> -fashioned (u.m.) -foggy (u.m.) -growing (u.m.) hearted land (geol.) -looking (u.m.) #maid -maish (u.m.) #man -new #rose style (printing) time (u.m.) timer wife (fish) #woman -young <b>oleo</b> #butter #gear oil #strut <i>as combining form, one word</i> <b>olive</b> -brown (u.m.) -clad (u.m.) -drab (u.m.) -growing (u.m.)	<b>olive</b> —con. #oil -skinned (u.m.) wood #wood (color) <b>omni</b> (c.f.) -ignorant <i>rest one word</i> <b>on</b> -and-off (n., u.m.) -go (n.) <i>as noun and adjective, one word</i> <b>once</b> -over (n.) -run (u.m.) <b>one</b> -acter -armed (u.m.) -decker -eyed (u.m.) fold half -handed (u.m.) ness -piece (u.m.) self -sided (u.m.) -sidedness signed (u.m.) -step (dance) -striper time (formerly) (u.m.) -time (one action) (u.m.) -two -two-three -way (u.m.) <b>onion</b> peel skin <b>open</b> -air (u.m.) -armed (u.m.) -back (u.m.) -backed (u.m.) band (yarn) beak (bird) bill (bird) cast cut (mining) #door #end -faced (u.m.) handed handedly handedness hearted #house minded mouthed #pit #shop side (u.m.) -sided (u.m.) work worked <b>opera</b> goer going #house <b>ophthalmo</b> (c.f.) <i>all one word</i> <b>orange</b> ade bird blossom -colored (u.m.) grower man peel #pekoe -red (u.m.) stick woman wood
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<b>orchard</b> #house land man orderly #room <b>organ</b> bird #grinder maker #pipe <b>organo</b> (c.f.) all one word <b>ornitho</b> (c.f.) all one word <b>orrisroot</b> <b>ortho</b> (c.f.) all one word <b>osteo</b> (c.f.) all one word <b>other</b> wise #world worldliness worldly <b>oto</b> (c.f.) all one word <b>out</b> -and-out (u.m.) -and-outer (n.) -loud (u.m.) -Machlavelli, etc. -of-date (u.m.) -of-door(s) (u.m.) -of-State (u.m.) -of-the-way (u.m.) -to-out (u.m.) as prefix, one word <b>outer</b> #man most wear <b>outward</b> -bound (u.m.) -bounder <b>ovate</b> -acuminate (u.m.) -oblong (u.m.) <b>ovato</b> (c.f.) -oblong -orbicular rest one word <b>oven</b> baked bird dried dry drying man peel stone ware wise <b>over</b> age (surplus) age (older) (n., u.m.) all (all meanings) -the-counter (u.m.) as combining form, one word <b>owl</b> #car -eyed (u.m.) head (bird) light wide <b>ox</b> bird biter blood (color) bow boy brake cart cheek eye -eyed (u.m.) gail harrow	<b>ox—con.</b> hide horn house like man shoe skin tail #team <b>oxy</b> (c.f.) all one word <b>oyster</b> bed bird #catcher (bird) #crab fish house man root seed shell -white (u.m.) woman  <b>pace</b> board maker making #setter -setting (u.m.) <b>pachy</b> (c.f.) all one word <b>pack</b> board builder cloth horse house #ice -laden (u.m.) maker making man plane sack saddle staff thread up (n., u.m.) ware way <b>packing</b> #box house <b>pad</b> cloth lock #saw stone tree <b>paddle</b> #beam #box fish foot #wheel <b>page</b> -for-page (u.m.) #proof (printing) <b>painkiller</b> <b>pains</b> taker taking worthy <b>paint</b> box brush #filler maker making mixer pot room -stained (u.m.) work	<b>pale</b> belly -blue (u.m.) breast (bird) buck -cheeked (u.m.) face (n.) -faced (u.m.) hearted -looking (u.m.) -reddish (u.m.) <b>paleo</b> (c.f.) -Christian, etc. rest one word <b>pallbearer</b> <b>palm</b> -green (u.m.) #leaf #oil -shaded (u.m.) wise <b>palmi</b> (c.f.) all one word <b>pan</b> -American, etc. -broil (v.) #ice rest one word <b>Pan</b> #American Union (official name) hellenic <b>panel</b> board -lined (u.m.) work <b>panic</b> proof -stricken (u.m.) <b>panto</b> (c.f.) all one word <b>pantry</b> man woman <b>paper</b> back (n.) backed board(s) bound boy cutter hanger hanging maker making mill mouth (fish) #pulp shell (n., u.m.) -shelled (u.m.) -thin (u.m.) weight -white (u.m.) work <b>papier #mache</b> <b>para</b> (c.f. or pref.) -aminobenzoic -analgesia -anesthesia #red rest one word <b>parcel</b> #carrier -plate (v.) #post <b>parchment</b> -covered (u.m.) #maker -making (u.m.) #paper <b>parieto</b> (c.f.) -occipital rest one word <b>parimutuel</b> <b>park</b> #forest way work	<b>parlor</b> #car maid <b>part</b> -finished (u.m.) #owner -time (u.m.) -timer #way <b>parti</b> (c.f.) all one word <b>party</b> #line making #wall <b>parvi</b> (c.f.) all one word <b>pass</b> back (n.) book key man out (n., u.m.) over port way word passageway <b>passenger</b> #car -mile passer(s)-by <b>passion</b> -driven (u.m.) -feeding (u.m.) -filled (u.m.) #play <b>paste</b> board down (n., u.m.) pot up (n., u.m.) <b>pastry</b> #cook man pastureland <b>patch</b> head (bird) #test word work patent-in-fee <b>path</b> breaker finder finding way <b>patho</b> (c.f.) all one word <b>patri</b> (c.f.) all one word <b>patrol</b> man #wagon work <b>pattern</b> maker making <b>patty</b> cake #shell <b>pawn</b> broker shop <b>pay</b> back (n., u.m.) check day dirt #envelope load master mistress off (n., u.m.) out (n., u.m.) roll sheet <b>pea</b> bird chick	<b>pea—con.</b> #coal coat cock cod field fowl -green (u.m.) hen jacket like nut shooter -sized (u.m.) #soup stick sticking <b>peace</b> -blessed (u.m.) breaker breaking -loving (u.m.) maker making man monger mongering #pipe time <b>peach</b> bloom blow -colored (u.m.) peakload <b>pear</b> #gag -shaped (u.m.) <b>pearl</b> bird -eyed (u.m.) fish fisher fishing -pure (u.m.) -set (u.m.) #shell sides (fish) -studded (u.m.) -white (u.m.) <b>peat</b> house land man -roofed (u.m.) stack <b>pebble</b> hearted -paved (u.m.) stone -strewn (u.m.) ware <b>peel</b> man off (n., u.m.) <b>peep</b> eye hole show sight <b>peg</b> board box leg man <b>pellmell</b> <b>pen</b> -cancel (v.) craft head holder knife maker making man manship master #name point pusher
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<b>pen-con.</b>	<b>phase</b>	<b>pie-con.</b>	<b>pill-con.</b>	<b>pipe-con.</b>
rack	meter	#tin	-rolling (u.m.)	dream
script	out (n., u.m.)	woman	-taking (u.m.)	dreamer
-shaped (u.m.)	-wound (u.m.)	<b>piece</b>	worm	dreaming
#sketch	<b>pheno (c.f.)</b>	-dye (v.)	<b>pillow</b>	fish
stock	<i>all one word</i>	#goods	case	fitter
tail	<b>philo (c.f.)</b>	meal	made	fitting
trough	-French, etc.	mold	slip	layer
wiper	<i>rest one word</i>	#rate	work	laying
woman	<b>phlebo (c.f.)</b>	work	<b>pilot</b>	line
work	<i>all one word</i>	worker	#boat	lined
worker	<b>phono (c.f.)</b>	<b>pier</b>	#burner	lining
<b>pencil</b>	<i>all one word</i>	#dam	#chart	maker
#box	<b>phospho (c.f.)</b>	drop	house	making
holder	<i>all one word</i>	head	#light	man
maker	<b>photo (c.f.)</b>	#table	man	mouth (fish)
making	-offset	<b>piezo (c.f.)</b>	#pin	-shaped (u.m.)
-mark (v.)	-oxidation	-oscillator	pin	stem
wood	-oxidative	<i>rest one word</i>	ball	stone
<b>penny</b>	<i>rest one word</i>	<b>pig</b>	block	walker
-a-liner	<b>phreno (c.f.)</b>	-back (v.)	bone	work
bird	<i>all one word</i>	-backed (u.m.)	boy	<b>pisci (c.f.)</b>
pincher	<b>phrase</b>	#bed	case	<i>all one word</i>
weight	book	-bellied (u.m.)	cushion	<b>pistol</b>
winkle	maker	belly	-eyed (u.m.)	gram
wise	making	-eyed (u.m.)	fall	graph
worth	man	face	feather	proof
<b>pent</b>	mark (music)	-faced (u.m.)	fire	<b>piston</b>
house	monger	fish	fish	head
#roof	<b>phyllo (c.f.)</b>	foot	fold	#pin
stock	<i>all one word</i>	-footed (u.m.)	folding	#rod
-up (u.m.)	<b>phyllo (c.f.)</b>	head	#gear	#valve
<b>penta (c.f.)</b>	<i>all one word</i>	headed	head	<b>pit</b>
-acetate	<b>physico (c.f.)</b>	herd	headed	bird
<i>rest one word</i>	<i>all one word</i>	#iron	hold	#coal
peptalk	<b>physio (c.f.)</b>	-jump (v.)	hole	-eyed (u.m.)
<b>pepper</b>	<i>all one word</i>	-jumper	hook	fall
box	<b>phyto (c.f.)</b>	#lead	lock	head
corn	<i>all one word</i>	maker	maker	-headed (u.m.)
mint	<b>piano</b>	making	making	hole
pot	forte	man	paper	maker
-red (u.m.)	graph	pen	point	making
#sauce	player	root	prick	man
<b>per</b>	<b>pick</b>	skin	proof	mark
#annum	aback	stick	rail	-marked (u.m.)
#capita	ax	sticker	setter	<b>#prop</b>
cent	#clock	sticking	spot	-rotted (u.m.)
centage	lock	sty	stripe	saw
centile	man	tail	tail	side
#centum	-me-up (n., u.m.)	tailed	-tailed (u.m.)	work
compound	off (n., u.m.)	tight	up (n., u.m.)	<b>pitch</b>
(chem.)	over (n., u.m.)	#tin	#valve	-black (u.m.)
current (bot.)	pocket	wash	wheel	blende
#diem	pole	yard	-wing (v.)	#box
salt (chem.)	shaft	<b>pigeon</b>	work	-colored (u.m.)
#se	smith	#blood	<b>pinch</b>	-dark (u.m.)
sulfide	up (n., u.m.)	#breast	back	#darkness
<b>peri (pref.)</b>	work	gram	bar	fork
-insular	<b>picker-up</b>	hearted	beck	hole
<i>rest one word</i>	<b>picket</b>	hole	cock	-lined (u.m.)
permafrost	boat	holed	fist	man
permitholder	#line	holer	gut	-marked (u.m.)
<b>pest</b>	<b>pickle</b>	holing	-hit (v.)	out (n., u.m.)
hole	-cured (u.m.)	-livered (u.m.)	-hitter	over (n., u.m.)
house	man	man	penny	<b>#pipe</b>
killer	worm	tail	<b>pine</b>	stone
-ridden (u.m.)	<b>picture</b>	-toed (u.m.)	apple	under (n., u.m.)
<b>pet</b>	#book	wing	-bearing (u.m.)	up (n., u.m.)
cock	craft	<b>piggyback</b>	-clad (u.m.)	work
#flamb	maker	<b>pike</b>	#cone	<b>place</b>
<b>peter</b>	making	-eyed (u.m.)	-fringed (u.m.)	card
man	#writing	man	land	kick
net	<b>pie</b>	staff	#needle	maker
<b>petit</b>	bald	tail	#oil	making
grain	crust	<b>pile</b>	-shaded (u.m.)	man
#jury	-eater	driver	#tar	<b>plague</b>
#larceny	-eyed (u.m.)	-driving (u.m.)	wood(s)	-infested (u.m.)
#point	house	hammer	<b>pink</b>	proof
<b>petro (c.f.)</b>	maker	#saw	-blossomed (u.m.)	<b>plain</b>
-occipital	making	up (n., u.m.)	eye (n.)	back (fabric)
<i>rest one word</i>	man	#weave	-eyed (u.m.)	-bodied (u.m.)
pewholder	marker	work	fish	-clothed (u.m.)
<b>pharmaco (c.f.)</b>	#meat	worm	foot	clothes (u.m.)
-oryctology	pan	woven	-footed (u.m.)	clothesman
<i>rest one word</i>	plant	<b>pill</b>	#violet	-headed (u.m.)
<b>pharyngo (c.f.)</b>	#plate	box (military)	<b>pipe</b>	hearted
-esophageal	shop	bug	#ashes	-looking (u.m.)
-oral	-stuffed (u.m.)	maker	#clay	-spoken (u.m.)
<i>rest one word</i>		making	-drawn (u.m.)	tail

<b>plain</b> —con. ward work woven (u.m.) <b>plane</b> #curve load -mile -parallel (u.m.) table (surveying) <b>plani</b> (c.f.) all one word <b>plano</b> (c.f.) all one word <b>plant</b> #food house life wide <b>plaster</b> bill (bird) board work <b>plat</b> band book <b>plate</b> #glass holder -incaised (u.m.) layer maker making man mark #press #printing #proof (printing) -roll (v.) -rolled (u.m.) way #wheel work worker <b>platy</b> (c.f.) all one word <b>play</b> -act (v.) back (n., u.m.) bill book box boy broker craftsman day down (n., u.m.) fellow field folk goer going ground house maker making man mate off (n., u.m.) pen reader reading room script suit thing time work wright writer writing #yard <b>pleasure</b> -bent (u.m.) #boat bound man -seeking (u.m.)	<b>pleasure</b> —con. -tired (u.m.) -weary (u.m.) <b>pledge</b> bound -free (u.m.) making <b>pleo</b> (c.f.) all one word <b>pleuro</b> (c.f.) all one word <b>plow</b> back (n., u.m.) boy -bred (u.m.) fish hand horse land line maker making man pan point -shaped (u.m.) share shoe sole staff #tail wise woman wright <b>plug</b> board #fuse hole -in (n., u.m.) man tray -ugly (n., u.m.) plumbline <b>plume</b> -crowned (u.m.) maker making <b>pluri</b> (c.f.) all one word <b>pluto</b> (c.f.) all one word <b>pneumato</b> (c.f.) -hydato-genetic (u.m.) rest one word <b>pneumo</b> (c.f.) all one word <b>pock</b> house mark -marked (u.m.) -pit (v.) <b>pocket</b> #battleship book (purse) #book (book) -eyed (u.m.) knife #lighter piece -sized (u.m.) -veto (v.) <b>poet</b> -artist #laureate -painter <b>point</b> blank #hole (printing) #lace #system wise <b>poison</b> -dipped (u.m.) #gas maker <b>poke</b> #check hole	<b>pole</b> arm -armed (u.m.) ax axer burn cat -dried (u.m.) horse #jump man -pile (v.) #rot setter -shaped (u.m.) sitter -stack (v.) star timber trap -vault (v.) #vaulter ward wood <b>police</b> #dog man woman <b>policy</b> holder maker making #racket <b>politico</b> (c.f.) -orthodox rest one word <b>poll</b> book #parrot #tax <b>polo</b> #coat #shirt <b>poly</b> (c.f.) all one word <b>pond</b> fish man <b>pool</b> room #table <b>poor</b> -blooded (u.m.) farm house -spirited (u.m.) will (bird) <b>pop</b> corn eye eyed gun over (n.) -up (n., u.m.) <b>poppy</b> -bordered (u.m.) cock field fish head -red (u.m.) seed <b>pork</b> #chop eater fish #pie <b>port</b> crayon cullis #duty fire folio hole hook man manteau -mouthed (u.m.) side	<b>port</b> —con. sider #wine porterhouse <b>post</b> #auger #bellum #bill #binder #boat #brake #captain #card #cedar #chaise #chariot -Christian, etc. #coach #croaker (fish) #day #diem #flag -free (u.m.) haste #horn #horse #hospital (military) #insulator #locust #meridiem #mortem mortem (non-literal) #note #oak #obit #octavo #office #partum #race #road #route #school (military) #term #town #trader audit, graduate, etc. as prefix, one word <b>pot</b> ash bellied belly boil boiled boiler bound #cheese #clay #color eye hanger head herb hole hook house hunter latch lid line luck man pie pourri rack #roast shoot shot stone ware #wheel whisky work <b>potato</b> #field #scab -sick (u.m.)	<b>poultry</b> #house #keeper -keeping (u.m.) #raiser -raising (u.m.) #yard <b>pound</b> cake -foolish (u.m.) -foot keeper man master stone worth <b>powder</b> -blue (u.m.) box #flag #flask #horn #house #keg maker making man #mill #puff #room -scored (u.m.) <b>power</b> boat dive -driven (u.m.) house line load #loom -operated (u.m.) pack plant saw -shovel site <b>prairie</b> #chicken #dog #schooner <b>praise</b> -deserving (u.m.) -spoiled (u.m.) worthiness worthy <b>pre</b> (pref.) -Incan, etc. audit, existing, etc. rest one word <b>president</b> -elect #pro #tempore <b>press</b> #agent -agency board fat feeder feeding -forge (v.) -made (u.m.) man mark pack (v.) plate #proof (printing) #revise room woman work worker <b>preter</b> (pref.) all one word <b>price</b> #cutter -cutting (u.m.) #fixer -fixing (u.m.)
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<b>price</b> —con. #index list -support (u.m.)	<b>proof</b> —con. sheet #spirit <b>prop</b> jet wash <b>proso</b> (c.f.) <i>all one word</i> <b>proto</b> (c.f.) -Egyptian, etc. <i>rest one word</i> <b>proud</b> -blooded (u.m.) hearted -looking (u.m.) -minded (u.m.) psalmbook <b>pseudo</b> (c.f.) -Messiah, etc. -occidental -official -orientalism -orthorhombic -osteomalacia -owner <i>rest one word</i> <b>psycho</b> (c.f.) -organic <i>rest one word</i> <b>ptero</b> (c.f.) <i>all one word</i> <b>public</b> hearted -minded (u.m.) -spirited (u.m.) #works <b>pudding</b> face -faced (u.m.) head headed wife (fish) <b>puff</b> back (bird) bird leg (bird) #paste <b>pug</b> mill miller nose nosed -pile (v.) <b>pull</b> back (n., u.m.) boat #box devil down (n., u.m.) off (n., u.m.) -on (n., u.m.) out (n., u.m.) over (n., u.m.) -push (u.m.) through (n., u.m.) up (n., u.m.) <b>puller</b> -in -out <b>pulp</b> board mill stone wood pulsejet <b>pump</b> #drill handle (v.) house man room <b>punch</b> board bowl card -drunk (u.m.) holder line mark	<b>punch</b> —con. -marked (u.m.) #press punctureproof pup #tent <b>puppet</b> man master #play <b>pure</b> blood blooded bred #line (biol.) <b>purple</b> -blue (u.m.) -clad (u.m.) -colored (u.m.) heart (wood) <b>purse</b> making -proud (u.m.) #strings <b>push</b> ball button card cart off (n., u.m.) over (n., u.m.) pin -pull (u.m.) up (n., u.m.) <b>pussy</b> cat foot footed footer footing <b>put</b> back (n., u.m.) log off (n., u.m.) -on (n., u.m.) out (n., u.m.) -put (n.) -up (n., u.m.) <b>putter</b> -forth -in -off -on -out -through -up <b>putty</b> blower -colored (u.m.) head hearted #knife work <b>puzzle</b> brain head headed man <b>pyo</b> (c.f.) <i>all one word</i> <b>pyro</b> (c.f.) <i>all one word</i>  <b>Q</b> -boat -fever -ship quadline <b>quadri</b> (c.f.) -invariant <i>rest one word</i> <b>quarry</b> #face man stone <b>quarter</b> -angled (u.m.) back -bloom (u.m.)	<b>quarter</b> —con. #boards -bound (u.m.) -breed (u.m.) -cast (u.m.) -cut (u.m.) #day deck decker man master -miler #note pace -phase (u.m.) saw (v.) sawed sawing sawn #section staff stretch #tone -yearly (adv.) <b>quartermaster</b> #general -generalship #sergeant <b>quasi</b> <i>all hyphenated</i> <b>queen</b> #bee cake craft fish #mother #olive #post #regent right <b>quick</b> born -change (u.m., v.) -drawn (u.m.) #fire #firer freeze (u.m., v.) freezing (u.m.) -handed (u.m.) hatch hearted lime sand saver set silver silvered silvering step #time -witted (u.m.) work (naut.) <b>quill</b> back fish tail work <b>quin</b> (c.f.) <i>all one word</i> <b>quit</b> claim claimed rent  <b>rabbit</b> -backed (u.m.) -eared (u.m.) #fever #foot hearted mouth -mouthed (u.m.) skin <b>race</b> about (n., u.m.) course goer	<b>race</b> —con. going horse like track way <b>rack</b> #block -lashing (u.m.) way #wheel work <b>radar</b> man scope <b>radio</b> #amplifier #antenna #channel #communication #control #engineer #engineering #link #range #receiver #set #spectator #transmitter #tube #wave frequency, iso- tope, etc. <i>as combining form,</i> <i>one word</i> radiumtherapy <b>rag</b> bolt #doll fish house -made (u.m.) man picker seller shop sorter tag time <b>rail</b> bird borne guard head maker making man -ridden (u.m.) road roadster roadman setter splitter #train way way #maker wayman <b>rain</b> band beat (n.) -beaten (u.m.) bird bound bow -bright (u.m.) burst check coat drop fall #forest fowl #gag light maker making proof -soft (u.m.) spout
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**rain—con.**

storm  
tight  
wash  
water  
**rainbow**  
#chaser  
-colored (u.m.)

**rake**

hell  
hellish  
off (n., u.m.)

**ram**

jet  
line  
rod  
shackle

**ranch**

#hand  
house  
man  
woman

**range**

finder  
keeper  
land

**#light**

man  
mark  
rider  
work

**rapid**

#fire  
#transit

**rare**

#gas  
ripe

**rash**

-brain (u.m.)  
-brained (u.m.)  
-headed (u.m.)  
-hearted (u.m.)  
-minded (u.m.)

**rat**

bite  
catcher  
catching  
fish  
hole  
-infested (u.m.)  
line  
proof  
#race  
tail  
-tailed (u.m.)  
-tight (u.m.)  
trap

**rate**

-aided (u.m.)  
#base  
#cutter  
-cutting (u.m.)  
-fixing (u.m.)  
maker  
making  
payer  
paying  
-raising (u.m.)  
setting

**rattle**

bones  
box  
brain  
brained  
head  
headed  
ran  
skull  
skulled  
snake  
trap

**raw**

boned  
bones  
-edged (u.m.)  
hide  
-looking (u.m.)  
#wool

**razor**

back  
backed  
bill  
-billed (u.m.)  
#blade  
edge  
edged  
-keen (u.m.)  
maker  
making  
man  
-sharp (u.m.)  
strop  
razzle-dazzle  
re (pref.)

-cover (cover  
again), -create  
(create again),  
etc.

-cross-examination  
-ice  
-ink

-redirect  
evaluate, process,  
etc.

*rest one word*

reading #room

**ready**

-built (u.m.)  
-handed (u.m.)  
made (u.m.)  
#reference  
room  
-witted (u.m.)

**rear**

#end  
guard  
most  
view (u.m.)  
ward  
reception #room

**record**

breaker  
breaking  
keeper  
keeping  
maker  
making

**recti (c.f.)**

*all one word*

**recto (c.f.)**

*all one word*

**red**

bait (v.)  
baiter  
belly  
bill  
-billed (u.m.)  
bird  
#blood  
-blooded (u.m.)  
bone  
breast (bird)  
buck  
bug  
cap (porter)  
coat (n.)  
eye (n.)  
-eyed (u.m.)  
-faced (u.m.)  
fin (fish)  
finch  
fish

**#fox**

-haired (u.m.)  
handed  
head (n.)  
headed  
hearted

**-hot (u.m.)****#lead**

leg (bird)  
-legged (u.m.)  
#letter  
line (n., u.m.)

**#man**

out (n., u.m.)  
poll (bird)

**red—con.**

#rot  
shank (bird)  
skin (n.)  
-skinned (u.m.)  
start (bird)  
tail (bird)  
tape (nonliteral)  
throat (bird)  
-throated (u.m.)  
ward  
wing (bird)  
wood  
-yellow (u.m.)

**reed**

bird  
buck  
maker  
making  
plot  
#stop  
-thatched (u.m.)  
work

**reef**

#knoll  
#knot  
regionwide  
religio (c.f.)  
*all one word*

remainderman

**repair**

man  
#shop  
representative

#at #large

**-elect****research**

#study  
#worker

**resino (c.f.)**

*all one word*

respectworthy

**rest**

#cure  
house  
-refreshed (u.m.)  
room  
retro (c.f.)  
-ocular  
-omental  
-operative  
-oral

*rest one word*

**rheo (c.f.)**

*all one word*

rhinestone

**rhino (c.f.)**

*all one word*

**rhizo (c.f.)**

*all one word*

rhod(o) (c.f.)

*all one word*

rhomb(o) (c.f.)

*all one word*

**rib**

band  
#cut  
-pointed (u.m.)  
#roast  
work

**ribbon**

back  
-bound (u.m.)  
fish  
maker

**#snake****rice**

bird  
field  
grower  
growing  
land

**#paper**

-throwing (u.m.)

**#water****rich**

-bound (u.m.)  
-clad (u.m.)  
-looking (u.m.)

**rick**

rack  
stand  
yard

**ridge**

band  
land  
pole

**pooled****rope****top****way****riffraff****rifle****bird****man****#pit****proof****shot****rig**

out (n., u.m.)

-up (n., u.m.)

**right**

about

about-face

-angle (u.m., v.)

-angled (u.m.)

#away

-born (u.m.)

-hand (u.m.)

-handed (u.m.)

-hander

-headed (u.m.)

hearted

most

-of-way

#turn

ward

#whale

wing (political)

winger (political)

wingism (political)

cal)

**rim**

base

bound

-deep (u.m.)

fire

land

lock

maker

making

rock

#wheel

**ring**

-adorned (u.m.)

-banded (u.m.)

bark

bill

-billed (u.m.)

#binder

bird

bolt

bone

boned

bound

craft

dove

eye (n.)

giver

giving

goer

head

-in (n., u.m.)

lead (v.)

leader

maker

making

master

neck (bird)

-necked (u.m.)

-off (n., u.m.)

pin

-porous (u.m.)

-shaped (u.m.)

side

sider

sight

#spot

**ring—con.**

stand  
stick  
tail  
-tailed (u.m.)  
time  
-up (n., u.m.)  
wall  
wise  
worm

**rip**

cord  
rap  
rapping  
roaring  
sack  
saw  
snorter  
snorting  
tide  
-up (n., u.m.)

**river**

bank  
bed  
borne  
#bottom  
damp  
flow  
-formed (u.m.)  
front  
head  
#horse  
man  
scape  
side  
sider  
wash  
way  
-worn (u.m.)

**road**

bank  
bed  
block  
book  
builder  
building  
craft  
fellow  
head  
hog  
house  
maker  
making  
man  
map  
master

#runner (bird)

#scraper

#show

side

sider

stead

stone

-test (v.)

track

way

-weary (u.m.)

wise

worthy

**rock**

aby  
#bass  
bird  
born  
bottom (nonlit-  
eral)  
bound  
#climber  
-climbing (u.m.)  
craft  
#crusher  
#drill  
#dust  
fall (n.)  
-fallen (u.m.)  
fast  
fill  
firm  
fish

<b>rock</b> —con. hearted man pile -ribbed (u.m.) #salt shaft slide staff #wool work	<b>rope</b> —con. walk walker way work <b>rose</b> -bright (u.m.) bud drop fish head -headed (u.m.) -scented (u.m.) -sweet (u.m.) tan time #tree #water worm	<b>round</b> —con. #trip -tripper up (n., u.m.) <b>row</b> boat lock off (n., u.m.) port <b>rub</b> -a-dub down (n., u.m.) stone <b>rubber</b> band -down -lined (u.m.) neck necker nose (fish) -off #plant proofed -set (u.m.) stamp (nonliteral) stamp (n.) -stamped (u.m.) stone <b>rubble</b> stone work <b>ruby</b> -hued (u.m.) -red (u.m.) -set (u.m.) tail throat (bird) -throated (u.m.) <b>rudder</b> #brake head hole post stock	<b>rust</b> —con. #fungus proof proofing -resistant (u.m.) -stained (u.m.) <b>rye</b> #bread #field  S -bend -brake -iron -shaped -trap -wrench  S -boat -ray <b>Sabbath</b> breaker breaking keeper keeping <b>saber</b> bill fish -legged (u.m.) tooth -toothed (u.m.) wing (bird) <b>sable</b> -cloaked (u.m.) fish <b>Sabrejet</b> <b>saccharo</b> (c.f.) <i>all one word</i> <b>sack</b> bearer cloth clothed #coat -coated (u.m.) #duty maker -making (u.m.) man -shaped (u.m.) time <b>sacro</b> (c.f.) <i>all one word</i> <b>sad</b> -eyed (u.m.) hearted iron #sack -voiced (u.m.) <b>saddle</b> back -backed (u.m.) bag bow cloth -graft (v.) #horse like maker -making (u.m.) nose -nosed (u.m.) #roof room #seat sick sore soreness #stitch -stitched (u.m.) #stitcher tree -wire (u.m.) wise <b>safe</b> blower blowing breaker breaking	<b>safe</b> —con. cracker cracking -deposit (u.m.) guard guarded guarding #hit hold keeper keeping light (photog.) maker making <b>sage</b> brush brusher leaf -leaved (u.m.) #tea <b>sail</b> boat cloth -dotted (u.m.) fish flying keeper maker making plane room yard <b>sailor</b> fish -laborer man -minded (u.m.) proof <b>saint</b> like maker making <b>sale</b> goer note room work yard <b>sales</b> book clerk lady man manship people person room #tax woman <b>salmon</b> -colored (u.m.) #fishing -red (u.m.) <b>saloon</b> #deck keeper <b>salpango</b> (c.f.) -oophorectomy -oophoritis -ovariotomy -ovariitis <i>rest one word</i> <b>salt</b> box catch cellar -cured (u.m.) #fish house #lick maker making man #marsh master mouth pack pan peter
<b>rock</b> —con. hearted man pile -ribbed (u.m.) #salt shaft slide staff #wool work	<b>rope</b> —con. walk walker way work <b>rose</b> -bright (u.m.) bud drop fish head -headed (u.m.) -scented (u.m.) -sweet (u.m.) tan time #tree #water worm	<b>round</b> —con. #trip -tripper up (n., u.m.) <b>row</b> boat lock off (n., u.m.) port <b>rub</b> -a-dub down (n., u.m.) stone <b>rubber</b> band -down -lined (u.m.) neck necker nose (fish) -off #plant proofed -set (u.m.) stamp (nonliteral) stamp (n.) -stamped (u.m.) stone <b>rubble</b> stone work <b>ruby</b> -hued (u.m.) -red (u.m.) -set (u.m.) tail throat (bird) -throated (u.m.) <b>rudder</b> #brake head hole post stock	<b>rust</b> —con. #fungus proof proofing -resistant (u.m.) -stained (u.m.) <b>rye</b> #bread #field  S -bend -brake -iron -shaped -trap -wrench  S -boat -ray <b>Sabbath</b> breaker breaking keeper keeping <b>saber</b> bill fish -legged (u.m.) tooth -toothed (u.m.) wing (bird) <b>sable</b> -cloaked (u.m.) fish <b>Sabrejet</b> <b>saccharo</b> (c.f.) <i>all one word</i> <b>sack</b> bearer cloth clothed #coat -coated (u.m.) #duty maker -making (u.m.) man -shaped (u.m.) time <b>sacro</b> (c.f.) <i>all one word</i> <b>sad</b> -eyed (u.m.) hearted iron #sack -voiced (u.m.) <b>saddle</b> back -backed (u.m.) bag bow cloth -graft (v.) #horse like maker -making (u.m.) nose -nosed (u.m.) #roof room #seat sick sore soreness #stitch -stitched (u.m.) #stitcher tree -wire (u.m.) wise <b>safe</b> blower blowing breaker breaking	<b>safe</b> —con. cracker cracking -deposit (u.m.) guard guarded guarding #hit hold keeper keeping light (photog.) maker making <b>sage</b> brush brusher leaf -leaved (u.m.) #tea <b>sail</b> boat cloth -dotted (u.m.) fish flying keeper maker making plane room yard <b>sailor</b> fish -laborer man -minded (u.m.) proof <b>saint</b> like maker making <b>sale</b> goer note room work yard <b>sales</b> book clerk lady man manship people person room #tax woman <b>salmon</b> -colored (u.m.) #fishing -red (u.m.) <b>saloon</b> #deck keeper <b>salpango</b> (c.f.) -oophorectomy -oophoritis -ovariotomy -ovariitis <i>rest one word</i> <b>salt</b> box catch cellar -cured (u.m.) #fish house #lick maker making man #marsh master mouth pack pan peter

<b>salt</b> —con. pit pond #pork room shaker spoon spoonful sprinkler #water worker works yard <b>salver</b> form -shaped (u.m.) <b>sample</b> #book #box #case maker -making (u.m.) man room <b>sand</b> bag bagged bagger bagging bank bar bath bin blast blasted blaster blasting blown board box boy (insect) -built (u.m.) -buried (u.m.) -cast (u.m., v.) culture #dune fill fish flea glass heat hill -hiller hog hole lapper line lot lotter man necker (bird) paper papered paperer papering peep (bird) pile pipe piper pit -pump (u.m., v.) shoe spit stone storm table weld (v.) -welded (u.m.) -welding (u.m.) <b>sandy</b> -bottomed (u.m.) -red (u.m.) <b>sangfroid</b> <b>sans</b> #peer #serif #souci	<b>sap</b> bush #flow -green (u.m.) head headed #rot #stain sucker (bird) wood <b>sapphire</b> -blue (u.m.) -colored (u.m.) wing (bird) <b>sarco</b> (c.f.) <i>all one word</i> <b>sash</b> cord house line maker making #weight <b>satin</b> #cloth fin (fish) #glass -lined (u.m.) -smooth (u.m.) #weave <b>sauce</b> boat box dish man pan <b>sauer</b> braten kraut save-all (n., u.m.) <b>saw</b> back belly bill (bird) -billed (u.m.) bones (n.) buck dust -edged (u.m.) fish #guard #handle horse #log maker making man mill -pierce (v.) setter smith timber -toothed (u.m.) way worker <b>sax</b> board cornet horn tuba <b>say</b> -nothing (n., u.m.) -so (n.) scabland <b>scale</b> bark #beam board book -bright (u.m.) down (n., u.m.) drake fish maker making man pan -reading (u.m.) smith	<b>scale</b> —con. tail work worm <b>scandal</b> #bearer monger mongering <b>scap</b> goat #wheel <b>scapulo</b> (c.f.) <i>all one word</i> <b>scar</b> -clad (u.m.) face -faced (u.m.) <b>scare</b> bird crow devil fish hawk head monger mouse proof sheep sleep thief <b>scarf</b> #cloud pin maker making skin wise <b>scarlet</b> -breasted (u.m.) #fever -red (u.m.) <b>scatter</b> brain brained good #rug <b>scene</b> craft #painter shifter wright <b>schisto</b> (c.f.) <i>all one word</i> <b>schizo</b> (c.f.) <i>all one word</i> <b>school</b> bag #board book bookish boy bred bus child children craft dame day fellow girl going house keeper keeping ma'am -made (u.m.) maid man master mate miss mistress room ship -taught (u.m.) teacher teaching time	<b>school</b> —con. -trained (u.m.) ward work yard #year <b>scientifico</b> (c.f.) <i>all one word</i> <b>scissor</b> bill bird -fashion (u.m.) #grinder hold maker -making (u.m.) #sharpener smith tail -tailed (u.m.) -winged (u.m.) <b>scissors</b> -fashion (u.m.) maker -making (u.m.) -shaped (u.m.) #smith <b>sclero</b> (c.f.) -oophoritis -optic <i>rest one word</i> <b>score</b> board book card keeper keeping sheet scot-free (u.m.) Scoto (c.f.) -Britannic, etc. <b>Scots</b> man woman <b>scour</b> fish way <b>scout</b> #badge #car craft #cruiser hood master <b>scrap</b> basket book box #heap #iron man #paper works <b>scrape</b> -finished (u.m.) gut (n.) penny shoe (n.) <b>scratch</b> board brush -brusher card cat -coated (u.m.) #pad #test work <b>screech</b> bird #owl <b>screen</b> land line maker making man #plate	<b>screen</b> —con. play writer <b>screw</b> ball barrel bolt bound cap #collar down (u.m.) drive (v.) -driven (u.m.) driver head hook jack -lifted (u.m.) maker making man nut plug post #propeller ship stock #thread -threaded (u.m.) -turned (u.m.) #wheel <b>scroll</b> head work <b>scrub</b> bird board land #typhus scumboard scuttlebutt <b>scythe</b> maker making man -shaped (u.m.) smith stone work <b>sea</b> #anchor #base -based (u.m.) #bass -bathed (u.m.) beach -beaten (u.m.) bed #bird -blue (u.m.) board #boat -born (u.m.) borne bound -bred (u.m.) coast #cow craft -deep (u.m.) dog #dragon -driven (u.m.) drome -ear (mollusk) -encircled (u.m.) fare (food) farer (traveler) faring fighter folk fowl front #gate girt goer going -green (u.m.)
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<b>sea-con.</b>	<b>secretary-con.</b>	<b>service-con.</b>	<b>shake</b>	<b>sheep-con.</b>
bound	-generacy	#stripe	#cabin	herding
lane	-generalship	wide	down (n., u.m.)	hook
#level	ship	woman	out (n., u.m.)	keeper
lift	-treasurer	<b>servo</b>	proof	keeping
like	<b>section</b>	amplifier	up (n., u.m.)	-knead (u.m.)
#lion	#crew	control	<b>shallow</b>	land
man	#gang	mechanism	brained	like
mark	#hand	motor	-draft (u.m.)	man
#mile	#man	system	-headed (u.m.)	master
#mule	<b>see</b>	<b>sesqui (c.f.)</b>	hearted	nose (apple)
#otter	catch	<i>all one word</i>	pated	pen
piece	saw	<b>set</b>	<b>shame</b>	shank
plane	<b>seed</b>	-aside (n., u.m.)	-crushed (u.m.)	shear (v.)
port	bed	back (n., u.m.)	face	shearer (n.)
power	bird	bolt	faced	shearing
quake	borne	down (n., u.m.)	proof	shears
#room	box	-fair (n.)	sick	shed
scape	cake	head	worthy	sick
#scout	case	-in (n., u.m.)	<b>shank</b>	skin
scouting	coat	line	bone	split
shell	eater (bird)	off (n., u.m.)	#mill	stealer
shine	kin	-on (n., u.m.)	piece	stealing
shore	lac	out (n., u.m.)	shapeup (n., u.m.)	walk
sick	#plant	over (n., u.m.)	share	-white (u.m.)
sickness	#pod	piece	#beam	-witted (u.m.)
side	stalk	pin	bone	<b>sheer</b>
stroke	time	screw	broker	line
#time (clock)	<b>seer</b>	-stitched (u.m.)	crop	off (n., u.m.)
#train	band	-to (n., u.m.)	cropper	up (n., u.m.)
wall	fish	up (n., u.m.)	holder	<b>sheet</b>
-walled (u.m.)	hand	wise	out (n., u.m.)	#anchor
ward	sucker	work	sharkskin	block
ware	<b>seismo (c.f.)</b>	<b>setter</b>	<b>sharp</b>	flood
#water	<i>all one word</i>	-forth	-angled (u.m.)	#glass
way	selectman	-in	-cut (u.m.)	rock
weed	<b>self</b>	-on	-edged (u.m.)	ways
weedy	dom	-out	-freeze (u.m., v.)	wise
wide	hood	-to	-freezer	work
wife (fish)	less	-up	-looking (u.m.)	writing
wing	ness	<b>settle</b>	saw (bird)	<b>shelf</b>
worn	same	brain	-set (u.m.)	#ice 1
worthiness	ward	down (n., u.m.)	shod	#life
worthy	<i>reflexive prefix, use hyphen</i>	<b>seven</b>	shooter	#list
-wrecked (u.m.)	<b>sell</b>	-branched (u.m.)	shooting	piece
<b>seal</b>	off (n., u.m.)	fold	tail (bird)	#plate
-brown (u.m.)	out (n., u.m.)	folded	-tailed (u.m.)	<b>shell</b>
maker	<b>semi (pref.)</b>	penny (nail)	ware	back
making	-armor-piercing	score	-witted (u.m.)	bound
skin	(u. m.)	-shooter	<b>shatter</b>	burst
<b>seam</b>	-Christian, etc.	-up (n.)	brain	cracker (fish)
blasting	-idleness, -indi-	several fold	brained	eater (bird)
like	rect, etc.	<b>sewer</b>	proof	fire
rend (v.)	-winter-hardy	line	shave	fish
stitch	(u.m.)	man	hook	fishery
weld (v.)	annual, arid, etc.	#pipe	tail	#game
-welded (u.m.)	<i>rest one word</i>	<b>sex</b>	<b>shear</b>	hole
-welding (u.m.)	<b>send</b>	annulate, radiate,	bill (bird)	-like
<b>search</b>	off (n., u.m.)	etc., <i>all one word,</i>	hog	man
light	out (n., u.m.)	<i>as combining</i>	man	proof
plane	<b>senso (c.f.)</b>	<i>form</i>	pin	shock
room	<i>all one word</i>	#cell	tail (bird)	shocked
<b>seat</b>	<i>all one word</i>	#hormone	water (bird)	work
#cover	<b>sentence</b>	#intergrade	waters	worker
maker	#maker	-limited (u.m.)	<b>sheath</b>	<b>shelter</b>
making	-making (u.m.)	#linkage	bill	belt
-mile	#monger	<b>shad</b>	#knife	#half
work	<b>septi (c.f.)</b>	-bellied (u.m.)	-winged (u.m.)	#tent
<b>second</b>	<i>all one word</i>	belly	<b>shed</b>	#trench
-class (u.m.)	<b>septo (c.f.)</b>	bird	hand	wood
-degree (u.m.)	<i>all one word</i>	<b>shade</b>	man	<b>shield</b>
-foot	<b>sergeant</b>	-giving (u.m.)	biter	#bearer
-guess (v.)	#at #arms	-grown (u.m.)	biting	maker
hand (adv., u.m.)	fish	tail	cote	-shaped (u.m.)
#hand (n.)	#major	<b>shadow</b>	crook	tail
#in #command	<b>serio (c.f.)</b>	box (v.)	dip	<b>shilly</b>
-rate (u.m.)	<i>all one word</i>	boxing	#dog	-shallier
-rater	<b>sero (c.f.)</b>	gram	faced	-shally
#sight	<i>all one word</i>	graph	#farm	<b>shin</b>
-sighted (u.m.)	<b>serrate</b>	land	fold	bone
<b>secret</b>	-ciliate (u.m.)	#line	gate	guard
monger	-dentate (u.m.)	#stitch	headed	plaster
#service	serveout (n., u.m.)	<b>shag</b>	hearted	shiner-up
#society	<b>service</b>	bark	herder	<b>ship</b>
<b>secretary</b>	-connected (u.m.)	-haired (u.m.)		board
#general	man	tail		borne

<sup>1</sup> By international agreement, "shelf ice" was dropped in 1953. Use "ice shelf." Approved by U.S. Board on Geographic Names.

<b>ship—con.</b>	<b>shop—con.</b>	<b>show—con.</b>	<b>side—con.</b>	<b>simple—con.</b>
bound	man	room	track	-minded (u.m.)
boy	mark	through (print- ing) (n., u.m.)	walk	-rooted (u.m.)
breaker	mate	up (n., u.m.)	wall	-witted (u.m.)
breaking	owner	yard	ways	simulcast
broken	-soiled (u.m.)	<b>shower</b>	-wheeler	<b>sin</b>
broker	talk	#bath	winder	-born (u.m.)
builder	walker	proof	wise	-bred (u.m.)
building	wear	shredout (n., u.m.)	<b>sieve</b>	proof
#fever	window	<b>shrimp</b>	like	<b>sine</b>
keeper	woman	#catcher	maker	#curve
lap	work	fish	making	#die
load	worn	-pink (u.m.)	<b>sight</b>	#wave
man	<b>shore</b>	<b>shroud</b>	#edge	sing
mast	#bird	-laid (u.m.)	hole	song
master	#boat	line	proof	spiel
mate	fast	plate	read	<b>single</b>
owner	going	<b>shuffle</b>	reader	bar
owning	land	board	reading	-breasted (u.m.)
plane	#leave	wing (bird)	saver	-decker
-rigged (u.m.)	line	<b>shunt</b>	saving	-edged (u.m.)
shape	man	#winding	see	handed
side	side	-wound (u.m.)	seeing	hearted
smith	<b>short</b>	<b>shut</b>	seer	hood
way	-armed (u.m.)	away (n., u.m.)	setter	-loader
work	bread	down (n., u.m.)	worthy	-minded (u.m.)
worm	cake	eye (n., u.m.)	<b>sign</b>	-phase (u.m.)
wreck	change (v.)	-in (n., u.m.)	board	-seater
wrecked	changer	-mouthed (u.m.)	man	stick
wright	#circuit	off (n., u.m.)	off (n., u.m.)	sticker
yard	-circuited (u.m.)	out (n., u.m.)	-on (n., u.m.)	#stitch
<b>shipping</b>	comer	up (u.m.)	#painter	#tax
#master	coming	<b>shuttle</b>	post	#track
#office	cut (n., u.m., v.)	cock	up (n., u.m.)	tree
#room	fall (n.)	#race	writer	<b>sink</b>
<b>shirt</b>	-fed (u.m.)	wise	<b>signal</b>	box
band	hand (writing)	<b>sick</b>	man	head
maker	-handed (u.m.)	-abed (n., u.m.)	#tower	hole
making	head (whale)	bay	<b>silico</b> (c.f.)	room
man	horn (n., u.m.)	bed	<i>all one word</i>	stone
#sleeve	-horned (u.m.)	#call	<b>silk</b>	<b>Sino</b> (c.f.)
tail	-lasting (u.m.)	hearted	grower	-Japanese, etc.
waist	leaf (u.m.)	#leave	man	<b>sister</b>
<b>shock</b>	-lived (u.m.)	list	#screen	-german
#cord	rib	room	-stockinged (u.m.)	hood
head	#sale	<b>sickle</b>	tail (bird)	-in-law
headed	-shunt (u.m.)	bill	woman	<b>sit</b>
#therapy	sighted	-billed (u.m.)	work	down (n., u.m.)
#troops	#snorter	man	works	-downer
#wave	staff	-tailed (u.m.)	worm	fast (n., u.m.)
<b>shoe</b>	stop	<b>side</b>	<b>silt</b>	<b>sitter</b>
bill	tail (n.)	arms	pan	-by
binder (bird)	#ton	band	stone	-out
black	wave (radio)	board	<b>silver</b>	sitting #room
box	<b>shot</b>	bone	back (bird)	sitzmark
boy	gun	burns	-backed (u.m.)	<b>six</b>
brush	hole	car	beater	-cylindere (u.m.)
#buckle	maker	check	belly (fish)	fold
craft	man	-cut (u.m.)	bill (bird)	penny (nail)
horn	proof	dress (v.)	-bright (u.m.)	-ply (u.m.)
lace	put	flash	fin (fish)	score
#last	putting	head (printing)	fish	-shooter
maker	star	hill	#fox	-wheeler
making	<b>shoulder</b>	hook	-gray (u.m.)	sizeup (n., u.m.)
man	#blade	kick	-haired (u.m.)	<b>sketch</b>
pack	-high (u.m.)	lap	-lead (u.m.)	book
scraper	#strap	<b>shovel</b>	-leaved (u.m.)	#plan
shine	bill	light (literal)	plate (v.)	<b>skew</b>
shop	fish	light (nonliteral)	-plated (u.m.)	back
store	head (fish)	#line (literal)	-plating (u.m.)	backed
string	-headed (u.m.)	line (nonliteral)	point (drawing)	bald
tree	maker	long	print	#table
<b>shoot</b>	making	note	side(s) (fish)	wise
man	man	piece	skin	<b>ski</b>
off (n., u.m.)	nose	plate	smith	#jump
<b>shop</b>	-nosed (u.m.)	play	smithing	plane
board	<b>show</b>	#road	spot (butterfly)	#suit
book	bird	saddle	tail (fish)	<b>skid</b>
boy	board	shake	tip	#chain
breaker	boat	show	-tongued (u.m.)	lift (truck)
breaking	card	slip	top	proof
folk	case	splitter	ware	road
girl	down (n., u.m.)	splitting	work	way
keeper	girl	step	worker	skim #milk
keeping	man	stitch	<b>simon-pure</b> (u.m.)	<b>skin</b>
lifter	off (n., u.m.)	-stitched (u.m.)	simple	bound
lifting	piece	sway	-headed (u.m.)	-clad (u.m.)
like	place	swipe	hearted	deep
-made (u.m.)		swiper		

skin-con. diver diving flint -graft (v.) #test tight skip jack man #numbering tail skirt board #dance marker skull cap fish skunk bill head top sky -blue (u.m.) gazer -high (u.m.) lark larking lift light line look (v.) man #map #pilot rocket sail scape scraper shine #train #truck ward wave way write (v.) writer writing slab man -sided (u.m.) stone slack -bake (v.) -filled (u.m.) #water #wire slambang slant -eyed (u.m.) wise slap bang dab dash down (n., u.m.) happy jack slap stick -up (n., u.m.) slate -blue (u.m.) -colored (u.m.) like maker making work works write (v.) writing yard slaughter house man pen yard	slave -born (u.m.) -deserted (u.m.) holder holding land #market owner ownership pen #trade #worker Slavo (c.f.) -Hungarian, etc. sledge #hammer -hammered (u.m.) meter sleep -filled (u.m.) marken (fish) talker walker walking sleepy -eyed (u.m.) head headed -looking (u.m.) sleet proof storm #wheel sleeve band board fish #nut sleuth dog hound slide film head knot man #rule #valve way sling ball shot stone slinkskin slip along (u.m.) back band board case cover house knot #law -on (n., u.m.) over (n., u.m.) #proof (printing) proof ring sheet -shelled (u.m.) shod slop sole step stitch stream top topped -up (n., u.m.) ware washer way slit -eyed (u.m.) shell #skirt	slop -built (u.m.) maker making man -molded (u.m.) over (n., u.m.) room seller shop stone work worker slope -faced (u.m.) ways wise slew belly down (n., u.m.) -footed (u.m.) going headed hearted -motion (u.m.) mouthed poke #time up (n., u.m.) -witted (u.m.) worm slug -cast (v.) caster casting sluice box #gate way slum gullion gum land slumber -bound (u.m.) land small #arms -ankled (u.m.) #businessman hearted -hipped (u.m.) mouthed por -scale (u.m.) sword talk time (u.m.) town (u.m.) ware smart #aleck -alecky (u.m.) -looking (u.m.) #set -tongued (u.m.) smash board up (n., u.m.) smear case #culture smoke -blinded (u.m.) bound box -brown (u.m.) chaser -dried (u.m.) -dry (v.) -died (u.m.) -filled (u.m.) house jack jumper jumping -laden (u.m.) proof room	smoke-con. screen shop stack tight smoking #room smooth bore bored -browed (u.m.) -cast (u.m.) mouthed -tongued (u.m.) -working (u.m.) snackbar snail eater (bird) -paced (u.m.) -slow (u.m.) snail's #pace snake bird bite -bitten (u.m.) #doctor -eater -eyed (u.m.) fish head hole holing neck (bird) piece pit skin stone snap back dragon #fastener head holder hook ring roll shooter shooting shot shotted shotter shotting -up (u.m.) snapper -back -up snipe bill #eel fish -nosed (u.m.) sniperscope snooperscope snow ball bank berg bird blind blinded #blindness blink block -blocked (u.m.) bound break #bunting (bird) cap capped -choked (u.m.) clad (u.m.) #cover -covered (u.m.) craft drift fall field flake hammer (bird) house	snow-con. land line melt -melting (u.m.) mobile pack pit plow scape shade shed shine shoe shoer sled slide slip storm suit -topped (u.m.) #water -white (u.m.) snuff box maker making -stained (u.m.) so -and-so belt (n., conj.) -called (u.m.) -seeming (u.m.) -so soap box bubble bubbly dish fast #fat fish flakes maker making #opera rock stock stone suddy suds sob proof #sister #story #stuff sober -minded (u.m.) sided sides social #work #worker socio (c.f.) -official economic, etc. <i>rest one word</i> sock eye maker making sod bound buster culture #grass #house work soda #granite jerk #pop #water sofa #bed #maker -making (u.m.) -ridden (u.m.) #seat
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<b>soft</b> ball -boiled (u.m.) brained #coal #drink #goods head hearted like -pedal (v.) -shelled (u.m.) -soap (nonliteral) (v.) -soaper (nonliteral) -spoken (u.m.) tack wood	<b>sound—con.</b> #field film headed hearted -minded (u.m.) off (n., u.m.) proof #wave <b>soup</b> bone house like #plate spoon #stock <b>sour</b> belly bread dough (n.) faced #grapes headed hearted -nured (u.m.) -sweet sourcebook <b>south</b> -born (u.m.) borne bound -central (u.m.) east east-bound (u.m.) eastern #end going land lander paw #side -sider -southeast ward west west-bound (u.m.) wester	<b>spare</b> -bodied (u.m.) rib #room <b>spark</b> back #coll #gap over (n., u.m.) #plug (literal) plug (nonliteral) <b>spatter</b> dash work speakeasy (n.) <b>spear</b> bound cast fish head -high (u.m.) man proof -shaped (u.m.) #thrower <b>speckle</b> belly breast (bird) -breasted (u.m.) <b>spectro</b> (c.f.) all one word <b>speech</b> -bereft (u.m.) bound craft maker making -read (v.) #reading writer writing <b>speed</b> boat boating boatman #cop letter trap up (n., u.m.) way writing <b>spell</b> bind binder binding bound craft down (n., u.m.) -free (u.m.) proof word work <b>spelling</b> down (n.) #match <b>spelter</b> man #solder <b>spend</b> -all (n.) thrift <b>spermato</b> (c.f.) all one word <b>spermo</b> (c.f.) all one word <b>spheno</b> (c.f.) -occipital rest one word sphinxlike <b>sphygmo</b> (c.f.) all one word <b>spice</b> box -burnt (u.m.) cake house -laden (u.m.) land	<b>spider</b> #crab -legged -spun (u.m.) #web (n.) web (u.m., v.) #wheel work <b>spike</b> bill -billed (u.m.) fish horn -kill (v.) like #nail -pitch (v.) tail <b>spile</b> hole worm <b>spill</b> over (n., u.m.) way <b>spindle</b> -formed (u.m.) head -legged (u.m.) legs shanks tail worm <b>spine</b> #ache bill bone -broken (u.m.) -pointed (u.m.) tail spinning #wheel <b>spino</b> (c.f.) -olivary rest one word <b>spirit</b> -born (u.m.) -broken (u.m.) land #level wise #world #writing <b>spit</b> ball baller box fire poison stick <b>spite</b> #fence #wall work <b>splanchno</b> (c.f.) all one word <b>splash</b> board #dam proof <b>splatter</b> faced work <b>splay</b> foot footed mouth mouthed <b>spleen</b> -born (u.m.) sick -swollen (u.m.) <b>speno</b> (c.f.) all one word <b>splinter</b> #bar proof <b>split</b> beak (bird) finger (crustacean) #flap	<b>split—con.</b> fruit mouth saw #second tail (fish) -tongued (u.m.) up (n., u.m.) worm spoilsport <b>spoils</b> man monger <b>spoke</b> shave stitch -stitching (u.m.) <b>spokes</b> man woman <b>spondylo</b> (c.f.) all one word <b>sponge</b> #bath cake #cloth diver -diving (u.m.) -shaped (u.m.) <b>spongio</b> (c.f.) all one word <b>spool</b> winder wood <b>spoon</b> -beaked (u.m.) bill (bird) -billed (u.m.) bread drift -fed (u.m.) maker making -shaped (u.m.) ways wise <b>spore</b> former forming #fruit #print <b>sporo</b> (c.f.) all one word <b>sports</b> #editor man manlike #page wear woman writer <b>spot</b> #check -checked (u.m.) -face (v.) light weld (v.) -welded (u.m.) -welding (u.m.) <b>spray</b> board #gun room -washed (u.m.) <b>spread</b> board -eagle (u.m., v.) head out (n., u.m.) over (n., u.m.) -set (v.) <b>spring</b> back (bookbind- ing) board bok -born (u.m.) buck -clean (v.)
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spring—con. #fever finger fish -grown (u.m.) halt head house like #lock maker making -plow (v.) -plowed (u.m.) tail tide (season) time trap sprit sail tail spur -clad (u.m.) -driven (u.m.) gall -galled (u.m.) -heeled (u.m.) like maker making #track way spurnwater spy boat glass hole tower square -bottomed (u.m.) -built (u.m.) #dance #deal #edge -faced (u.m.) flipper #foot head headed #knot #mark #mile -rigged (u.m.) #root -set (u.m.) shooter tail (fish) #wave squaw fish man squeeze -in (n., u.m.) out (n., u.m.) #play up (n., u.m.) squirrel #cage fish -headed (u.m.) stable boy fly keeper man stack freed man room stand up (n., u.m.) yard staff -herd (v.) man stag -handed (u.m.) head -headed (u.m.)	stag—con. horn -horned (u.m.) hound hunt hunter hunting skin stage coach craft hand land like line man #set -struck (u.m.) wise worthy stair builder building case head step stepper way #well work stake head holder master stale mate #line -worn (u.m.) stall board -fed (u.m.) -feed (v.) keeper man stamp book -licking (u.m.) man #tax stand by (n., u.m.) down (n., u.m.) fast (n., u.m.) -in (n., u.m.) off (n., u.m.) out (n., u.m.) pat patter pattism pipe point post still (n., u.m.) up (n., u.m.) standard #bearer bred #breed #gaze #time stander-by staphylo (c.f.) <i>all one word</i> star blind board bright craft dust finch fish gaze gazer gazing -led (u.m.) light like lit lite (gem)	star—con. nose (mole) proof shake #shell shine shoot -spangled (u.m.) stone stroke -studded (u.m.) throat (bird) #time #wheel wise worm starch board #corn maker making man room works stark -blind (u.m.) -mad (u.m.) -naked (u.m.) -raving (u.m.) starter-off startup (n., u.m.) stat (pref.) <i>all one word</i> State -aided (u.m.) #line -owned (u.m.) state craft hood house making quake room side sider way vide states man manlike woman station #house man master #wagon stato (c.f.) <i>all one word</i> statue craft like maker making statute -barred (u.m.) #book #mile stay -at-home (n., u.m.) bar bolt boom #girder lace log maker making pin plow sail wire steam boat boating boatman car -cooked (u.m.) -driven (u.m.)	steam—con. #engine fitter fitting #heat #gaze pipe piping plant power -pocket (v.) -propelled (u.m.) roll (v.) roller (u.m., v.) room ship table tight tightness steamer -borne (u.m.) #line load steel -blue (u.m.) bound -bright (u.m.) -cased (u.m.) clad #electrotype #engraving -framed (u.m.) -hard (u.m.) head hearted maker making master plate proof ware #wool work worker works yard steep land (geol.) -rising (u.m.) -to (u.m.) -up (u.m.) -walled (u.m.) steep chase chaser -high (u.m.) jack top steerageway stem #blight #end head post #rot #rust sick sickness ware winder work stencil #cutter -cutting (u.m.) maker making #paper steno (c.f.) <i>all one word</i> step sunt brother child dance dancer dancing daughter down (n., u.m.) father	step—con. grandchild grandfather grandson -in (n., u.m.) ladder mother nephew off (n., u.m.) -on (n., u.m.) over (n., u.m.) parent relation relationship sister son stone #turn uncle -up (n., u.m.) way wise stepping -off (u.m.) -out (u.m.) #pace stone stereo (c.f.) <i>all one word</i> stern castle -faced (u.m.) foremost -heavy (u.m.) -looking (u.m.) man most post son ward way #wheel -wheeler sterno (c.f.) <i>all one word</i> stetho (c.f.) <i>all one word</i> stew pan pot stick -at-it (n., u.m.) fast (n.) -in-the-mud (n., u.m.) out (n., u.m.) pin tail (duck) tight (n.) -to-it-iveness (n.) up (n., u.m.) water sticker -in -on -up stiff -backed (u.m.) hearted neck -necked (u.m.) tail (bird) still -admired (u.m.) birth born -burn (v.) -fish (v.) house -hunt (v.) #life man -recurring (u.m.) room stand water (u.m.) sting bull (fish) fish
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<b>sting</b> —con. ray tail (fish)	<b>stone</b> —con. cutting -dead (u.m.) -deaf (u.m.) -eyed (u.m.) fish fly hand (printing) hand (bird) head hearted layer laying lifter man mason pecker (bird) #proof (printing) shot #wall (n.) wall (u.m.) ware work worker #writing yard	<b>stout</b> —con. heartedness -minded (u.m.) wood	<b>stream</b> bank bed flow head line lined liner side ward way	<b>stucco</b> —con. work worker
<b>stink</b> ball bird bomb bug damp pot stone	<b>stir</b> about (n., u.m.) -up (n., u.m.)	<b>stove</b> brush -heated (u.m.) house #length maker making man pipe wood	<b>street</b> -bred (u.m.) car cleaner -cleaning (u.m.) -sold (u.m.) sweeper sweeping walker walking ward way	<b>stuck</b> up (n., u.m.) -upper -uppish (u.m.)
<b>stitch</b> bird down (n., u.m.) up (n., u.m.) work	<b>stock</b> #block board book breeder breeding broker brokerage broking #car father feeder feeding fish holder holding house jobber jobbing judging keeper keeping list maker making man owner pile piled pilling pot proof raiser raising room -still (u.m.) stone taker taking work wright yard	<b>stow</b> away (n., u.m.) bord down (n., u.m.) #net wood	<b>strepto</b> (c.f.) <i>all one word</i> stretcher #bearer man stretchout (n., u.m.)	<b>stud</b> bolt book fish horse mare #print work stuntman stupid head -headed (u.m.) -looking (u.m.)
<b>stop</b> back (n.) block board clock cock gap hound #key light list log -loss (u.m.) off (n., u.m.) over (n., u.m.) watch water work	<b>storage</b> #room <b>store</b> house keeper keeping man room ship wide	<b>straddle</b> back bug -face (v.) -legged (u.m.) wise	<b>strike</b> maker making monger	<b>stylebook</b> <b>stylo</b> (c.f.) <i>all one word</i> sub (pref.) -Himalayan, etc. machinegun #rosa, #specie, etc. -subcommittee polar, standard, etc. <i>rest one word</i>
<b>storm</b> -beaten (u.m.) bird bound cock flow -laden (u.m.) proof #sash -swept (u.m.) tight -tossed (u.m.) #trooper ward wind #window	<b>story</b> book #hour land maker making teller telling time work writer writing	<b>straight</b> away -backed (u.m.) -cut (u.m.) edge -edged (u.m.) #face -faced (u.m.) forward head -legged (u.m.) #line -lined (u.m.) -out (n., u.m.) #run -spoken (u.m.) #time -up (u.m.) -up-and-down (u.m.) way wise strainerman strainslip	<b>strike</b> breaker breaking -in (n., u.m.) out (n., u.m.) over (n., u.m.) striker -in -out string board course halt halted maker making man piece #plate #proof (density) ways	<b>subject</b> -object -objectivity subter (pref.) <i>all one word</i> such -and-such like wise suck -egg (n., u.m.) fish fly hole -in (n., u.m.) stone
<b>stoke</b> hold hole	<b>stomach</b> -ache -filling (u.m.) #pump -shaped (u.m.) -sick (u.m.) -weary (u.m.)	<b>strait</b> -cheded (u.m.) jacket laced lacing	<b>striker</b> -in -out string board course halt halted maker making man piece #plate #proof (density) ways	<b>sugar</b> beet bird #bowl cake cane -coat (v.) -coated (u.m.) -cured (u.m.) house loaf maker making plum spoon sweet #water works suitcase
<b>stomato</b> (c.f.) <i>all one word</i>	<b>stone</b> bird biter blind boat brash breaker breaking broke brood cast chat (bird) -cold (u.m.) #crab crusher cutter	<b>stranglehold</b> <b>strap</b> -bolt (v.) hanger head -shaped (u.m.) watch work <b>strato</b> (c.f.) <i>all one word</i> <b>straw</b> berry #field bill (bird) board boss -built (u.m.) hat man -roofed (u.m.) splitter splitting stack stacker -stuffed (u.m.) #vote walker work worm yard -yellow (u.m.) <b>stray</b> away (n., u.m.) #line mark	<b>strip</b> cropping #map #mine #pit #printing tease teaser <b>strong</b> -arm (u.m., v.) back (nautical) -backed (u.m.) box brained headed hearted hold #man -minded (u.m.) point (n.) room <b>stub</b> #nail #pen runner -toed (u.m.) wing <b>stubble</b> #field -mulch (u.m.) <b>stubborn</b> hearted minded <b>stucco</b> -fronted (u.m.)	<b>sub</b> (pref.) -Himalayan, etc. machinegun #rosa, #specie, etc. -subcommittee polar, standard, etc. <i>rest one word</i> such -and-such like wise suck -egg (n., u.m.) fish fly hole -in (n., u.m.) stone <b>sugar</b> beet bird #bowl cake cane -coat (v.) -coated (u.m.) -cured (u.m.) house loaf maker making plum spoon sweet #water works suitcase sulfa (c.f.) <i>all one word</i> sulfo (c.f.) <i>all one word</i> sulfon (c.f.) <i>all one word</i> sullen hearted -natured (u.m.) <b>summer</b> bird castle (naut.) -clad (u.m.) #day -dried (u.m.) -fallow (v.) house land -made (u.m.) #school



<b>summer—con.</b> tide time (season) #time (daylight saving) wood	<b>supra—con.</b> -arytenoid -auditory -auricular -axillary -Christian, etc. <i>rest one word</i>	<b>sweet—con.</b> brier faced fish heart hearted maker meat mouthed -pickle (v.) shop -sour -sweet water (u.m.)	<b>sword—con.</b> #belt bill #breaker craft fish fisherman fishing maker making play player proof -shaped (u.m.) smith stick tail <b>swords</b> man woman <b>syn</b> (pref.) <i>all one word</i> <b>synchro</b> cyclotron flash mesh tron Syro (c.f.) -Arabian, etc. phenician systemwide	<b>tail—con.</b> -ender first foremost gate head -heavy (u.m.) hook lamp light piece pin pipe plane race spin stock -tied (u.m.) twister twisting -up (n., u.m.) ward wheel wind wise <b>tailor</b> bird craft -cut (u.m.) made (u.m.) man -suited (u.m.)
<b>sun</b> -baked (u.m.) bath -bathed (u.m.) beam beamed bird blind #blindness bonnet bow break burn burned burst -cured (u.m.) dial dog down dress -dried (u.m.) -dry (v.) fall fast fish glade glare glass glow #hat lamp land light line lit power proof quake ray rise room scald set setting shade shine shiny -shot (u.m.) shower spot spotted stone stricken stroke struck tan #time (measure) time (dawn) up ward wise sunkland <b>sunny</b> hearted heartedness -looking (u.m.) -nated (u.m.) <b>super</b> (pref.) -Christian, etc. #high frequency -superlative highway, market, etc. <i>rest one word</i> <b>supper</b> time ward <b>supra</b> (pref.) -abdominal -acromial -aerial -anal -angular	<b>sur</b> (pref.) <i>all one word</i> <b>sure</b> #enough -fire (u.m.) -footed (u.m.) -slow #thing <b>surf</b> -battered (u.m.) bird board boat boatman bound #fish line man -swept (u.m.) <b>surface</b> man #printing #water <b>surgeon</b> #dentist fish #general <b>swallow</b> bird pipe tail -tailed (u.m.) -wing (bird) <b>swamp</b> #fever land side <b>swan</b> -bosomed (u.m.) dive herd mark marking neck necked skin song swansdown <b>swash</b> buckle buckler buckling #letter plate way work <b>sway</b> back (n., u.m.) -backed (u.m.) bar -brace (v.) swearer-in swearword <b>sweat</b> band box #gland #pad #shirt shop <b>sweep</b> back (aviation) (n., u.m.) forward (aviation) (n., u.m.) stake through (n., u.m.) washer washings <b>sweet</b> bread -breathed (u.m.)	<b>swell</b> -butted (u.m.) doodle (fish) fish head toad swelled-headed (u.m.) <b>swept</b> back (n., u.m.) forward (n., u.m.) wing (n., u.m.) <b>swift</b> foot -footed (u.m.) -handed (u.m.) -running (u.m.) <b>swill</b> bowl tub <b>swim</b> suit wear <b>swine</b> -backed (u.m.) bread head herd #itch pipe (bird) pox stone sty <b>swing</b> back (n., u.m.) bar #beam devil (bird) dingle #door #gate #shift #shifter stock -swang tree <b>swingle</b> bar tail (shark) tree <b>switch</b> back board box gear keeper like man plate plug rail tail (fish) tender #tower yard <b>swivel</b> #chair eye -eyed (u.m.) -hooked (u.m.) like #lock <b>sword</b> -armed (u.m.) bearer	<b>T</b> -bandage -beam -bone -iron -rail -shape -shaped -square <b>T</b> -boat -cloth -man -scale (score) <b>table</b> cloth -cut (u.m.) cutter -cutting (u.m.) fellow fellowship -formed (u.m.) land line #linen maid maker making man mate -shaped (u.m.) spoon spoonful talk top ware wise work (printing) <b>tachy</b> (c.f.) <i>all one word</i> <b>tag</b> -affixing (u.m.) board boat #day #end lock rag sore tail <b>tail</b> band board #coat -cropped (u.m.) #end	<b>take</b> -all (n.) down (n., u.m.) -home (u.m.) -in (n., u.m.) off (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) <b>taker</b> -down -in -off -up <b>tale</b> bearer bearing book carrier carrying monger teller telling wise <b>talk</b> fest worthy <b>talking</b> #film -to (n.) <b>tall</b> boy (n.) -built (u.m.) #grass -looking (u.m.) -masted (u.m.) <b>tallow</b> -faced (u.m.) maker making man -pale (u.m.) <b>tally</b> #board #clerk ho man #room #sheet wag (fish) <b>tame</b> -grown (u.m.) hearted -looking (u.m.) -nated (u.m.)

<b>tan</b> bark house wood works yard	<b>tariff—con.</b> making -protected (u.m.) #wall	<b>tear</b> bomb -dimmed (u.m.) down (n., u.m.) drop	<b>thatch</b> -roofed (u.m.) wood work	<b>thimble—con.</b> rigging -shaped (u.m.)
<b>tangent</b> #arc -cut (v.) -saw (v.)	<b>tarpaulin</b> -covered (u.m.) #maker -making (u.m.) <b>tarso</b> (c.f.) <i>all one word</i>	<b>#gas</b> -off (n., u.m.) -out (n., u.m.) pit proof sheet stain -stained (u.m.)	<b>theater</b> goer going <b>then</b> abouts adays <b>thence</b> forth forward ward	<b>thin</b> brained -clad (u.m.) down (n., u.m.) set (u.m.) skinned -voiced (u.m.)
<b>tangle</b> fish foot -haired (u.m.)	<b>task</b> #force master mistress setter work tattletale <b>tauro</b> (c.f.) <i>all one word</i>	<b>teen</b> age (u.m.) ager <b>teeter</b> board tall -totter	<b>theo</b> (c.f.) <i>all one word</i> <b>theologico</b> (c.f.) <i>all one word</i>	<b>thio</b> (c.f.) <i>all one word</i> <b>third</b> -class (u.m.) -degree (u.m.) hand (adv., u.m.) #house -rate (u.m.) -rater
<b>tank</b> buster #car house maker making man room ship town	<b>tax</b> #assessor book -burdened (u.m.) #collector #dodger eater eating -exempt (u.m.) -free (u.m.) gatherer gathering -laden (u.m.) #lien #list load man paid payer paying payment	<b>tele</b> (c.f.) <i>all one word</i> <b>teleo</b> (c.f.) <i>all one word</i> <b>tell</b> tale truth <b>telo</b> (c.f.) <i>all one word</i> <b>tempest</b> proof -rocked (u.m.) <b>temporo</b> (c.f.) -occipital <i>rest one word</i>	<b>theory</b> less maker making monger <b>there</b> about(s) above across after against among around at away before between by for fore from in inafter inbefore into of on over through to tofore under until unto upon with	<b>thoraco</b> (c.f.) <i>all one word</i> <b>thorn</b> back bill bound -covered (u.m.) -set (u.m.) stone -strewn (u.m.) tail <b>thorough</b> -bind (v.) bred -dried (u.m.) fare foot going -made (u.m.) paced pin
<b>tap</b> bolt dance dancer dancing holder hole house line net off (n., u.m.) -riveted (u.m.) room root rooted #shoe -tap water	<b>#roll</b> -sale -supported (u.m.) <b>taxi</b> auto bus cab #dancer #driver man meter metered way (aviation)	<b>ten</b> fold penny (nail) pins <b>tender</b> #boat -faced (u.m.) foot -footed (u.m.) footish -handed (u.m.) heart hearted loin -looking (u.m.) tenement #house <b>tent</b> -dotted (u.m.) maker making mate pole -sheltered (u.m.) #show #stitch work worm terneplate	<b>thermo</b> (c.f.) <i>all one word</i> <b>thick</b> -blooded (u.m.) brained head headed lips -looking (u.m.) pated set (n., u.m.) skin skinned skull (n.) skulled -tongued (u.m.) wit -witted (u.m.) -wooded (u.m.) -woven (u.m.)	<b>thought</b> -bewildered (u.m.) -free (u.m.) -out (u.m.) -provoking (u.m.) sick -tight (u.m.) worthy <b>thousand</b> fold -headed (u.m.) -legged (u.m.) legs (worm)
<b>tape</b> bound line maker making man #measure #reader #reading #sizer string -tied (u.m.) work worm	<b>tea</b> ball board box cake cart #chest -colored (u.m.) cup cupful dish house kettle maker making man #party pot room #rose -scented (u.m.) shop spoon spoonful #table taster tasting time #wagon ware	<b>tetra</b> #cotta #firma mara <b>terrace</b> -fashion (u.m.) maker work <b>test</b> #case -fly (v.) house man room #tube <b>tetra</b> (c.f.) <i>all one word</i> <b>text</b> book man writer <b>thanks</b> giver giving	<b>thermo</b> (c.f.) <i>all one word</i> <b>thief</b> craft land maker making proof <b>thimble</b> -eye (n.) -eyed (u.m.) maker -making (u.m.) man rig rigged rigger	<b>three</b> -bagger -cornered (u.m.) -dimensional (u.m.) fold folded -in-hand -master penny (nail) -piece (u.m.) -ply (u.m.) score some -spot -square -striper threshingtime thriftbox
<b>taper</b> bearer -fashion (u.m.) -headed (u.m.) maker making	<b>tapestry</b> -covered (u.m.) #maker -making (u.m.) #work tapper-out <b>tar</b> #base board box boy -brand (v.) brush -coal (u.m.) -dipped (u.m.) man #oil #paper -paved (u.m.) pot rock (bird) -roofed (u.m.) works yard			
<b>tariff</b> bound maker	<b>team</b> mate play wise work			

<b>throat</b> band cutter cutting latch strap <b>thrombo (c.f.)</b> <i>all one word</i> <b>through</b> out put #rate #road way <b>throw</b> away (n., u.m.) back (n., u.m.) -in (n., u.m.) #line off (n., u.m.) -on (n., u.m.) out (n., u.m.) over (n., u.m.) <b>thrust</b> -pound power <b>thumb</b> bird #hole -made (u.m.) mark -marked (u.m.) nail piece print screw -shaped (u.m.) stall string sucker sucking tack worn <b>thunder</b> bearer bearing bird blast bolt burst clap cloud crack fish gust head headed peal proof shower smite (v.) squall stick stone storm strike stroke struck -voiced (u.m.) <b>thwart</b> man ship <b>thymo (c.f.)</b> <i>all one word</i> <b>thyro (c.f.)</b> <i>all one word</i> <b>tibio (c.f.)</b> <i>all one word</i> <b>tick</b> bird #fever seed seeded tacktoe tick tock <b>ticket</b> holder maker	<b>ticket—con.</b> making #seller -selling (u.m.) #writer tidal #wave tiddlywink tide bound flat #gage head land maker making mark -marked (u.m.) race table -tossed (u.m.) waiter water #wave way work -worn (u.m.) <b>tie</b> back (n.) #band #bar #beam #bolt #cord down (n., u.m.) -in (n., u.m.) #knot line -on (n., u.m.) -out (n., u.m.) pin #plate -plater #post #rod #rope #stay #strap up (n., u.m.) #wall wig wigged tierlift (truck) <b>tiger</b> bird eye hearted #lily proof #shark -striped (u.m.) <b>tight</b> -belted (u.m.) bound fisted -fitting (u.m.) #joint lipped rope -set (u.m.) -tie (v.) wad wire work <b>tile</b> -clad (u.m.) #drain fish maker making -red (u.m.) stone work works wright yard <b>tilt</b> board hammer	<b>tilt—con.</b> up (n.) yard <b>timber</b> -built (u.m.) head -headed (u.m.) jack land line man -propped (u.m.) #right #rot #wolf wood work wright yard <b>time</b> born bound card clerk clock -consuming (u.m.) -honored (u.m.) keep (v.) keeper killer killing lag lock out (n., u.m.) piece pleaser proof saver saving server serving sheet span -stamp (v.) table taker taking waster wasting worker worn <b>tin</b> -bearing (u.m.) bound #can -capped (u.m.) -clad (u.m.) #cow cup #fish foil folled foller frame #hat horn house kettle -lined (u.m.) man #ore #pail pan plate -plated (u.m.) -plating (u.m.) pot -roofed (u.m.) shop smith smithing spot stone type typer ware -white (u.m.) work	<b>tin—con.</b> worker working <b>tinder</b> box -dry (u.m.) <b>tinseel</b> -bright (u.m.) -clad (u.m.) #cloth -covered (u.m.) maker making weaver <b>tint</b> block (printing) #tool <b>tip</b> burn cart -curled (u.m.) head -in (n., u.m.) man most off (n., u.m.) over (n., u.m.) proof staff stock tail tank -tap tilt (v.) tilted tilting toe toed toeing top topper -up (u.m.) <b>tire</b> changer changing dresser fitter holder maker making man -mile #rack shaper smith some <b>tit</b> bit fish #for #tat lark man mouse <b>titano (c.f.)</b> <i>all one word</i> <b>tithe</b> book -free (u.m.) payer right <b>title</b> board holder -holding (u.m.) #page winner -winning (u.m.) <b>to</b> -and-fro day -do (n.) morrow night #wit <b>toad</b> back -bellied (u.m.) blind bug	<b>toad—con.</b> eat (v.) eater fish -green (u.m.) head (bird) stone stool <b>toast</b> #list master mistress <b>tobacco</b> #grower -growing (u.m.) #shed #shop <b>toe</b> board cap #dance #drop hold -in (n., u.m.) -mark (v.) nail plate print <b>toil</b> -beaten (u.m.) some -stained (u.m.) -weary (u.m.) worn <b>toilet</b> #mirror #room ware <b>toll</b> bar board #bridge gate gatherer house keeper #line man master payer paying penny #road taker <b>tom</b> boy cat cod fool foolery piper tate (fish) -tom <b>tomb</b> stone -strewn (u.m.) <b>tommy</b> #bar cod (fish) gun #hole rot <b>ton</b> -hour -kilometer -mile -mileage -mile-day <b>tone</b> -deaf (u.m.) down (n., u.m.) -producing (u.m.) proof up (n., u.m.) <b>tongue</b> -baited (u.m.) bird #bit -bound (u.m.)
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<b>tongue—con.</b> craft -dumb (u.m.) fish -free (u.m.) -lash (v.) #flashing play proof -shaped (u.m.) shot sore tack tacked tie tied tip #twister -twisting (u.m.) work	<b>top—con.</b> dress (v.) dressing flight (u.m.) full gallant (n., u.m.) -graft (v.) hat -hatted (u.m.) heavy kick knot knotted light lighted line liner lofty maker making man (n.) mark mast milk most notch (nonliteral) notcher piece rail rope sail -secret (u.m.) #sergeant -shaped (u.m.) side (naut.) soil stone tail (v.) #timber (naut.) work <b>topo (c.f.)</b> <i>all one word</i> topsy-turvy <b>torch</b> bearer bearing #dance fish #holder light lighted like lit man #song <b>torpedo</b> #boat #mine plane #room #tube torquemeter <b>toss</b> pot up (n., u.m.) <b>touch</b> #and #go back (n., u.m.) down (n., u.m.) hole line -me-not (n., u.m.) #method pan reader stone up (n., u.m.) wood writer writing <b>tough</b> head (duck) -headed (u.m.) hearted -looking (u.m.) -skinned (u.m.) <b>tow</b> boat #car	<b>tow—con.</b> -haired (u.m.) head headed #hook line mast #net -netter path rope #team <b>tower</b> #chime -high (u.m.) house man proof -shaped (u.m.) work <b>town</b> bound -bred (u.m.) #clerk #crier -dotted (u.m.) folk gate goer going hall house like lot #meeting ship side site talk ward wear -weary (u.m.) woman yard <b>towns</b> boy fellow man people <b>toy</b> #dog house land maker making man shop -sized (u.m.) town <b>tracheo (c.f.)</b> <i>all one word</i> <b>trachy (c.f.)</b> <i>all one word</i> <b>track</b> barrow #brake #gage hound layer laying man mark master -mile shifter sick side walker walking way work <b>trade</b> #board bound craft -in (n., u.m.) -laden (u.m.) -made (u.m.)	<b>trade—con.</b> mark #name #school #union #unionism #unionist #wind work <b>trades</b> folk man people #union #unionism woman <b>traffic</b> -mile way <b>tragico (c.f.)</b> <i>all one word</i> <b>trail</b> blazer blazing breaker maker making (u.m.) side sight -weary (u.m.) wise <b>train</b> bearer bolt boy crew line load man master -mile shed sick stop time way yard <b>training</b> #camp #ship <b>tram</b> -borne (u.m.) car line load man rail road smith way wayman yard <b>trans (pref.)</b> alpine atlantic -Canadian, etc. pacific uranic <i>rest also one word</i> <b>transit</b> man #time <b>trap</b> ball door fall #hatch light line maker making #nest -nester rock shoot shooter shooting stick	<b>trashrack</b> <b>travel</b> -bent (u.m.) book time -tired (u.m.) way -worn (u.m.) <b>trawl</b> boat net <b>tray</b> #cloth maker <b>tread</b> board mill wheel <b>treasure</b> -filled (u.m.) #house -laden (u.m.) #ship #trove <b>treaty</b> bound breaker breaking maker making -sealed (u.m.) <b>tree</b> #belt -clad (u.m.) fish #frog holder hopper #line -lined (u.m.) maker making man nail -ripe (u.m.) scape #toad top #trunk <b>trellis</b> -covered (u.m.) work <b>trench</b> back board coat #fever foot #knife mouth #plow -plowed (u.m.) -plowing (u.m.) #warfare <b>trestle</b> board #bridge tree work <b>tri (c.f.)</b> -iodide -ply (u.m.) state, etc. <i>rest one word</i> <b>tribes</b> man people #tribo (c.f.) <i>all one word</i> <b>tricho (c.f.)</b> <i>all one word</i> <b>trick</b> proof work <b>trim</b> -cut (u.m.) -dressed (u.m.) -looking (u.m.) stone
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<b>trinitro</b> (c.f.) <i>all one word</i>	<b>trunk</b> back fish line maker nose room #steamer way	<b>tune</b> maker making out (n., u.m.) up (n., u.m.)	<b>twelve</b> fold month penny (nail) score	<b>U-boast</b> U
<b>trip</b> -free (u.m.) #gear hammer #rate sill wire tripestone	<b>truss</b> #beam bound maker making work	<b>tunnel</b> -boring (u.m.) maker making man -shaped (u.m.) way	<b>twenty</b> -first fold leaf -one penny (nail)	-cut -magnet -rail -shaped -tube
<b>triple</b> -acting (u.m.) back (sofa) -branched (u.m.) -edged (u.m.) fold #play tail (fish) -tailed (u.m.) tree (n.)	<b>trust</b> breaking buster busting -controlled (u.m.) maker man -ridden (u.m.) woman worthy	<b>turbo</b> (c.f.) -ramjet (u.m.) <i>rest one word</i>	<b>twice</b> -born (u.m.) -reviewed (u.m.) -told (u.m.)	<b>ultra</b> (pref.) -a m b i t i o u s -atomic, etc. -English, etc. high #frequency -high-speed (u.m.) #valorem, #vires, etc. <i>rest one word</i>
<b>trolley</b> #bus #car #line maker man	<b>truth</b> -filled (u.m.) lover seeker -seeking (u.m.) teller telling	<b>turf</b> bound -built (u.m.) -clad (u.m.) -covered (u.m.) man	<b>twin</b> #boat born -engined (u.m.) fold -jet (u.m.) -motor (u.m.) -screw (u.m.) #ship	<b>un</b> (pref.) -American, etc. called-for (u.m.) heard-of (u.m.) -ionized (u.m.) self-conscious sent-for (u.m.) thought-of (u.m.) thought-on (u.m.) <i>rest one word</i>
<b>troop</b> fowl ship #train	<b>try</b> house -on (n., u.m.) -out (n., u.m.) pot sail square works	<b>turkey</b> back #buzzard #gobbler -red (u.m.) #trot	<b>twine</b> bound -colored (u.m.) cutter holder maker making #spinner	<b>under</b> age (deficit) age (younger) (n., u.m.) #contract coverman #cultivation (till- age) cultivation (insuf- ficient) (pref.)
<b>tropho</b> (c.f.) <i>all one word</i>	<b>tub</b> #butter fast fish maker making man proof shooter shooting some	<b>turn</b> about (n., u.m.) about-face again (n., u.m.) around (n., u.m.) back (n., u.m.) buckle cap coat cock down (n., u.m.) gate -in (n., u.m.) key off (n., u.m.) out (n., u.m.) over (n., u.m.) penny pike pin plate plow round (n., u.m.) row screw server sheet skin sole spit stile stitch stone (bird) table tail -to (n.) under (n., u.m.) up (n., u.m.) wrest	<b>two</b> -a-day (u.m.) -along (bookbind- ing) (n.) -decker -faced (u.m.) fold -handed (u.m.) penny (nail) -piece (u.m.) -ply (u.m.) score -seater some -spot -step (dance) -striper -suiter -thirder -up (n., u.m.) -way (u.m.) -wheeler	<b>union</b> #card -made (u.m.) man #shop
<b>tropo</b> (c.f.) <i>all one word</i>	<b>tube</b> -eyed (u.m.) -fed (u.m.) form (u.m.) head hearted maker making man -nosed (u.m.) #plate #sheet smith work works	<b>turned</b> -back (u.m.) -down (u.m.) -in (u.m.) -on (u.m.) -out (u.m.) -over (u.m.) turner-off	<b>tympo</b> (c.f.) <i>all one word</i>	<b>unit</b> #fraction #price -set (u.m.)
<b>trouble</b> -free (u.m.) -haunted (u.m.) maker making man proof shooter shooting some	<b>tuberculo</b> (c.f.) <i>all one word</i>	<b>turtle</b> back dove -footed (u.m.) neck (u.m.) #shell stone	<b>type</b> case cast caster casting cutter cutting face founder foundry #genus -high (u.m.) holder #metal #page script set setter setting write (v.) writer writing written	<b>up</b> along (adv.) -anchor (u.m., v.) -and-coming (u.m.) #and #up beat bow coast country (adv., u.m.) end (v.) grade gradient keep lift lock #oars -over (u.m.) patient rate river stairs state stream street swing take -to-date (u.m.) town trend turn wind
<b>trough</b> room way	<b>tub</b> #butter fast fish maker making man -shaped (u.m.) #thumper		<b>tympo</b> (c.f.) <i>all one word</i>	
<b>trout</b> bird -colored (u.m.) -famous (u.m.) fly #stream	<b>tube</b> -eyed (u.m.) -fed (u.m.) form (u.m.) head hearted maker making man -nosed (u.m.) #plate #sheet smith work works			
<b>trowel</b> beak (bird) man	<b>tuberculo</b> (c.f.) <i>all one word</i>			
<b>truce</b> breaker breaking maker making -seeking (u.m.)	<b>tubo</b> (c.f.) -ovarian <i>rest one word</i>			
<b>truck</b> borne (u.m.) driver #farm line load man -mile owner #tractor #trailer way	<b>tuff</b> hunter hunting			
<b>true</b> -aimed (u.m.) #bill -blue (u.m.) born bred -eyed (u.m.) -false hearted love (n., u.m.) penny (n.) #time	<b>tug</b> boat boatman #of #war			
<b>trundle</b> #bed head	<b>tulip</b> #bed grower -growing (u.m.) #mold #root wood tumble bug down (n., u.m.)			

<b>upper</b> case (printing) cased (printing) #class classman crust (n., u.m.) cut #deck #grade #hand handism most #world <b>urano</b> (c.f.) <i>all one word</i> <b>uretero</b> (c.f.) <i>all one word</i> <b>urethro</b> (c.f.) <i>all one word</i> <b>uro</b> (c.f.) <i>all one word</i> <b>utero</b> (c.f.) <i>all one word</i>	<b>vellum</b> -bound (u.m.) #cloth -covered (u.m.) <b>velvet</b> breast (bird) -crimson (u.m.) -draped (u.m.) #finish -green (u.m.) hearted maker making -pile (u.m.) work <b>vent</b> #drill hole <b>ventri</b> (c.f.) <i>all one word</i> <b>ventro</b> (c.f.) <i>all one word</i> <b>verso</b> -commemorated (u.m.) craft maker making man monger mongering smith <b>vertebro</b> (c.f.) <i>all one word</i> <b>vesico</b> (c.f.) -type <i>all one word</i> <b>vibro</b> (c.f.) <i>all one word</i> <b>vice</b> #admiral -admiralty #consul -consulate -consulship gerency gerent #governor -governorship #minister -ministry -presidency #president -president-elect -presidential #rector -rectorship regal -regency #regent royal royalty #versa #warden -wardenship <b>view</b> #angle finder point <b>vile</b> hearted -natured (u.m.) <b>vine</b> -clad (u.m.) -covered (u.m.) dresser grower growing land stalk yard <b>vinegar</b> -flavored (u.m.) -hearted (u.m.) maker -making (u.m.) -tart (u.m.) <b>violet</b> -blue (u.m.) -colored (u.m.)	<b>violet—con.</b> -ear (bird) -eared (u.m.) #ray -rayed (u.m.) #water wood <b>violin</b> #case maker making -shaped (u.m.) <b>viper</b> fish -headed (u.m.) <b>virtue</b> -armed (u.m.) proof wise <b>viscero</b> (c.f.) <i>all one word</i> <b>vitreo</b> (c.f.) <i>all one word</i> <b>vitro</b> (c.f.) -clarain -di-trina <i>rest one word</i> <b>vivi</b> (c.f.) <i>all one word</i> <b>volley</b> ball #fire <b>volt</b> ammeter -ampere -coulomb meter ohmmeter -second <b>volta</b> (c.f.) <i>all one word</i> <b>vote</b> -casting (u.m.) getter -getting (u.m.) monger <b>vow</b> -bound (u.m.) breaker breaking maker making -pledged (u.m.) <b>volvulo</b> (c.f.) <i>all one word</i>  <b>W</b> -engine -shaped -type <b>W-surface</b> <b>wafer</b> #cutter maker making #sheet work <b>wag</b> beard tail tongue wit <b>wage</b> #earner -earning (u.m.) #scale work worker working <b>wagon</b> -headed (u.m.) load maker making man master smith #train	<b>wagon—con.</b> way wayman work wright yard <b>waist</b> band belt cloth coat coated coating -deep (u.m.) -high (u.m.) line <b>waiting</b> #list #man #period #room #woman <b>walk</b> around (n., u.m.) away (n., u.m.) -on (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) way walkie-talkie <b>wall</b> bird board bound eye (n.) eyed flower girt -like -painting (u.m.) paper papering piece plate -sided (u.m.) work <b>walled</b> -in (u.m.) -up (u.m.) <b>war</b> bird book craft #dance -disabled (u.m.) -famed (u.m.) fare head horse (nonliteral) like -made (u.m.) maker making monger mongering mouth (fish) path plane proof ship #song -swept (u.m.) #time (clock) time (duration) -wearied (u.m.) #weariness -weary (u.m.) work worker worn #worthiness worthy <b>ward</b> heeler maid robe room	<b>ward—con.</b> ship #walk <b>ware</b> house houseman maker making man room <b>warm</b> blooded -clad (u.m.) hearted house (hothouse) up (n., u.m.) warned-over (u.m.) <b>wash</b> basin basket board bowl brush cloth -colored (u.m.) day down (n., u.m.) #goods house -in (n., u.m.) land maid man off (n., u.m.) out (n., u.m.) pot rag room #sale shed stand tail (bird) tray trough tub up (n., u.m.) way woman work <b>washed</b> -out (u.m.) -up (u.m.) <b>washer</b> man woman <b>waste</b> basket board box land leaf (bookbind- ing) making man paper #pipe #plug proof way weir wood word worker yard <b>watch</b> #bell #bill boat box case #chain cry dog -free (u.m.) glass #hand house keeper maker
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<b>watch</b> —con. making man mate #spring tower woman word work	<b>water</b> —con. scape shed shoot sick side skin #snake -soak (v.) -soaked (u.m.) -soaking (u.m.) -soluble (u.m.) spout stain stained #table tight tightness #tower #tube #wagon wall #wave way #wheel wise work worker works worn	<b>way</b> —con. laying leave maker man mark mate post side -sore (u.m.) #train -up (n., u.m.) ward -wearied (u.m.) -weary (u.m.) wise worn <b>weak</b> -backed (u.m.) brained -eyed (u.m.) fish handed headed hearted -kneed (u.m.) minded mouthed #side #sister <b>wealth</b> maker making monger -producing (u.m.) -proud (u.m.) <b>weapon</b> maker making proof <b>weasel</b> -faced (u.m.) skin -worded (u.m.) #words <b>weather</b> beaten blown board boarding -borne (u.m.) bound break cock #eye fish #gage glass going -hardened (u.m.) #house maker making man #map -marked (u.m.) most proof proofed proofing -stain (v.) strip -stripped (u.m.) -stripping (u.m.) tight wise worn <b>web</b> -fingered (u.m.) foot -footed (u.m.) maker making #press work <b>wedge</b> bill -billed (u.m.) like	<b>wedge</b> —con. -shaped (u.m.) wise <b>weed</b> -choked (u.m.) -hidden (u.m.) hook killer killing <b>week</b> day end -ender -ending (u.m.) long (u.m.) -old (u.m.) work <b>weigh</b> bridge bridgeman house -in (n., u.m.) lock man master out (n., u.m.) shaft <b>well</b> -being (n.) -beloved (u.m.) -born (u.m.) -bound (u.m.) -bred (u.m.) -clad (u.m.) curb -deserving (u.m.) -doer -doing (n., u.m.) -drained (u.m.) -drilling (u.m.) #field -grown (u.m.) head -headed (u.m.) hole house -informed (u.m.) -known (u.m.) -looking (u.m.) maker making man -meaner -nigh (u.m.) -off (u.m.) -read (u.m.) -set-up (u.m.) side -spoken (u.m.) spring stead -thought-of (u.m.) -t h o u g h t - o u t (u.m.) -to-do (u.m.) -wisher -wishing (u.m.) -worn (u.m.) yard <b>welt</b> geist politik schmerz #seam welterweight <b>were</b> -animal -ass bear calf folk wolf <b>west</b> bound -central (u.m.) #end -faced (u.m.) going land	<b>west</b> —con. most -northwest #side -sider ward <b>wet</b> back bird (finch) #bulb -cheeked (u.m.) -clean (v.) land (u.m.) -nurse (v.) pack wash <b>whale</b> back -backed (u.m.) bird boat bone boned -built (u.m.) head (bird) -headed (u.m.) like man -moonthed (u.m.) #oil ship <b>wharf</b> #boat hand head holder land man master owner #rat side worker <b>what</b> abouts (n.) ever -is-it (n.) not (n.) soever -you-may-call-it (n.) <b>wheat</b> bird cake -colored (u.m.) ear eared -fed (u.m.) field grower land #pest -rich (u.m.) #rust stalk <b>wheel</b> band barrow base bird box chair -cut (u.m.) going horse (nonliteral) house #load -made (u.m.) maker making man plate power race road #scraper smith spin stitch
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<b>wheel—con.</b> way work -worn (u.m.) wright <b>when</b> abouts (n.) ever -issued (u.m.) soever whencesoever <b>where</b> abouts after as at by for fore from in insoever into of on over soever through to under upon with withal wherever <b>whet</b> #slate stone <b>they</b> beard -bearded (u.m.) face faced <b>which</b> ever soever whiffletree <b>whip</b> bird cord crack cracker craft -graft (v.) #hand lash maker making man -marked (u.m.) post saw sawed sawing sawyer -shaped (u.m.) #snake socket staff stalk stall stick stitch stock tail -talled (u.m.) -tom-kelly (bird) <b>whipper</b> -in snapper tail <b>whirl</b> about (n., u.m.) blast #drill pool -shaped (u.m.) wig wind whirlybird	<b>whisk</b> broom #tail whistlestop <b>white</b> back bait (fish) beard (n.) belly bill bird #book (diplomatic) cap (n.) capper coat (n.) -collar (u.m.) -collared (u.m.) comb (n.) corn #count -ear (bird) -eared (u.m.) -eye (bird) -eyed (u.m.) face -faced (u.m.) fish #flag foot (n.) -footed (u.m.) #gold #goods handed -hard (u.m.) head -headed (u.m.) #heat -hot (u.m.) #lead #lie like #line minded out (u.m., v.) pot rump (bird) #slave smith stone (mineral) tail -talled (u.m.) throat (bird) -throated (u.m.) tip top (n.) vein ware wash washed washer washing way wing <b>who</b> ever so soever <b>whole</b> -headed (u.m.) hearted #hog -hogger sale saler -skinned (u.m.) some -souled (u.m.) -spirited (u.m.) #stitch #works <b>whom</b> so soever whooping #cough <b>wicker</b> ware work -woven (u.m.)	<b>wicket</b> keeper keeping <b>wide</b> -angle (u.m.) -awake (u.m.) #gage -handed (u.m.) hearted mouthed -open (u.m.) spread -spreading (u.m.) work <b>widow</b> #bird hood maker man <b>width</b> way wise <b>wife</b> bound hood killer -ridden (u.m.) <b>wig</b> maker making tail wag wagger <b>wild</b> #boar cat (n.) catter -eyed (u.m.) fire fowl -grown (u.m.) #land life #man wind wood <b>will</b> -less maker making -o'-the-wisp power -strong (u.m.) willinghearted <b>willow</b> -grown (u.m.) like -shaded (u.m.) ware <b>wilt</b> #disease -resistant (u.m.) <b>wind</b> bag bagged bagger ball blown borne bound brace bracing break breaker breaking broach broken burn catcher -chapped (u.m.) chill clothes #cloud #cone #drift fall fallen fast -fertilized (u.m.)	<b>wind—con.</b> firm fish flow #force gall -galled (u.m.) #gage hole house -hungry (u.m.) jammer jamming lass line load mill pipe -pollinated (u.m.) power proof #puff #pump -rode (u.m.) row screen -shaken (u.m.) shield shock side sleeve sock speed stop storm stream sucker sucking swept throw tight #tunnel up (n., u.m.) ward way worn <b>winder</b> -on #rod <b>window</b> breaker -breaking (u.m.) #cleaner -cleaning (u.m.) #dresser -dressing (u.m.) #glass maker making man pane peeper #shade -shop (v.) #shopper -shopping (u.m.) #work <b>wine</b> bag ball bibber bibbing -black (u.m.) #cask -colored (u.m.) conner -drinking (u.m.) glass glassful grower growing -hardy (u.m.) house maker making pot #press -red (u.m.) seller	<b>wine—con.</b> shop skin taster tester vat wise <b>wing</b> band bar #bay beat bolt bone borne bow #car #case #cell #chair #collar cut #dam #deck fish #flap -footed (u.m.) handed -heavy (u.m.) #jam load -loading (u.m.) -loose (u.m.) man mate #net nut over (n., u.m.) #pad piece #plow power #rail #sac #screw seed -shaped (u.m.) #shell -shot (u.m.) #slot span spread stub -swift (u.m.) #tie tip top walker wall -weary (u.m.) wide <b>winter</b> -beaten (u.m.) bound -clad (u.m.) -fallow (v.) -fed (u.m.) feed #green (color) green (plant, etc.) #hardiness -hardy (u.m.) kill killed killing -made (u.m.) #oats proof #rye -sown (u.m.) tide time #wheat -worn (u.m.) <b>wire</b> bar bird borne bound
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<b>wire—con.</b> -caged (u.m.) #cloth -cut (u.m.) cutter dancer dancing draw (v.) drawer drawing drawn #edge -edged (u.m.) #gage hair (dog) -haired (u.m.) house less #line maker making man #mark photo puller pulling #rope smith spun stitch -stitched (u.m.) #stitcher -stitching (u.m.) tail (duck) -tailed (u.m.) tap tapped tapper tapping walker walking way work worker working works worm -wound (u.m.) <b>wise</b> acre crack cracked cracker cracking head (n.) -headed (u.m.) hearted -spoken (u.m.) wishbone <b>witch</b> #burner craft #hazel #hunt #hunter -hunting (u.m.) man work <b>with</b> draw drawal drawer drawing hold holding in indoors (adv.) out outdoors (adv.) stand <b>wither</b> band tip -wring (u.m.) <b>within</b> -bound (u.m.) -named (u.m.) ward	<b>woe</b> begone -laden (u.m.) worn <b>wolf</b> -eyed (u.m.) #fish hound pack skin <b>woman</b> folk hearted hood kind like power womenfolk <b>wonder</b> land -stricken (u.m.) strong -struck (u.m.) work worker working worthy <b>wood</b> bark (color) bin bined block bound box -built (u.m.) -cased (u.m.) chat (bird) chipper chopper chuck cock craft crafter cut cutter cutting #engraver #engraving #fiber fish grub hole horse house hung (u.m.) jobber (bird) land -lined (u.m.) lot man #nymph -paneled (u.m.) #paper pecker pile -planing (u.m.) print pulp ranger -rip (bird) rock #rot shed shop side skin stock stone #stove #thrush #tick turner -turning (u.m.) wall (bird) -walled (u.m.) wind (music) work worker	<b>wood—con.</b> working yard <b>wooden</b> head (n.) headed -hulled (u.m.) ware -weary (u.m.) woodsman <b>wool</b> #clip fell #flock gatherer gathering grader grower growing head -laden (u.m.) -lined (u.m.) man pack packer press shearer shearing shears shed skin sorter sorting sower #stapler stock washer #waste wheel -white (u.m.) winder work worker working <b>woolly</b> -coated (u.m.) -headed (u.m.) -looking (u.m.) -white (u.m.) <b>word</b> -blind (u.m.) book bound builder building catcher catching -clad (u.m.) #class craft craftsman -deaf (u.m.) jobber list maker making man manship monger mongering -perfect (u.m.) play seller slinger slinging smith <b>work</b> aday (n., u.m.) -and-turn (u.m.) away (n., u.m.) bag basket bench book box #cure day -driven (u.m.) fellow	<b>work—con.</b> flow folk #force girl hand -hardened (u.m.) horse -hour (u.m.) house housed load man manlike manship master out (n., u.m.) pan people piece place power room sheet shoe shop -shy (n., u.m.) -shyness site #song space spacing -stained (u.m.) stand stone stream table time up (n., u.m.) ways -weary (u.m.) week wise woman worn yard <b>working</b> #day #load man #room woman <b>world</b> beater beating -conscious (u.m.) #consciousness #line maker making #power proof quake -self -weary (u.m.) wide wise <b>worm</b> -eaten (u.m.) -eating (u.m.) #gear hole holed proof -riddled (u.m.) -ripe (u.m.) seed shaft #wheel wood <b>worn</b> down (u.m.) out (u.m.) outness worrywart <b>worth</b> while (n., u.m.) #while (adv.) whileness	<b>wrap</b> around (n., u.m.) -up (n., u.m.) <b>wreath</b> -crowned (u.m.) maker making work <b>wreck</b> #buoy fish -free (u.m.) master <b>wring</b> bolt staff <b>wrist</b> band bone drop fall lock pin plate watch work <b>write</b> back (n., u.m.) -in (n., u.m.) off (n., u.m.) up (n., u.m.) <b>writing</b> #desk #room <b>wrong</b> doer doing -ended (u.m.) #font headed hearted -minded (u.m.) -thinking (u.m.) <b>wrought</b> #iron -up (u.m.) <b>wry</b> bill -billed (u.m.) -faced (u.m.) -looking (u.m.) mouth (fish) -mouthed (u.m.) neck -set (u.m.) tail (bird) <b>X</b> -body -disease -ray -virus X-shaped xantho (c.f.) <i>all one word</i> xeno (c.f.) <i>all one word</i> xero (c.f.) <i>all one word</i> xyle (c.f.) <i>all one word</i> <b>Y</b> -chromosome -potential <b>Y</b> -joint -level -shaped -track -tube yachts man woman Yankee -Doodle land
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<b>yard</b>	<b>yellow</b>	<b>yellow—con.</b>	<b>young—con.</b>	<b>zero—con.</b>
arm	back	throat (bird)	-looking (u.m.)	-dimensional (u.m.)
-deep (u.m.)	-backed (u.m.)	-throated (u.m.)	-manlike	gravity
-long (u.m.)	-bellied (u.m.)	top	-old	#hour
man	belly	ware	-womanhood	<b>zig</b>
master	#berry	<b>yes</b>	<b>youth</b>	zag
stick	bill (bird)	-man	like	zagged
-wide (u.m.)	-billed (u.m.)	-no	tide	<b>zinc</b>
<b>yaw</b>	bird	<b>yester</b>	<b>yule</b>	-coated (u.m.)
meter	crown (bird)	day	#log	#etching
-sighted (u.m.)	#fever	year	tide	-white (u.m.)
<b>year</b>	fin (fish)	<b>yoke</b>		<b>zoo</b> (c.f.)
bird	fish	fellow		<i>all one word</i>
book	-green (u.m.)	mate	<b>Z-bar</b>	<b>zoologico</b> (c.f.)
day	hammer (bird)	mating	<b>Z-chromosome</b>	<i>all one word</i>
end	head (bird)	-toed (u.m.)	<b>zebra</b>	<b>zygo</b> (c.f.)
-hour (u.m.)	-headed (u.m.)	wood	fish	<i>all one word</i>
long (u.m.)	legs (bird)	<b>young</b>	like	<b>zygomatico</b> (c.f.)
-old (u.m.)	#race	-eyed (u.m.)		-orbital
-round (u.m.)	rump (bird)	-headed (u.m.)	<b>zero</b>	<i>rest one word</i>
	tail (fish)	hearted	axial	<b>zymo</b> (c.f.)
	-tailed (u.m.)	-ladylike	#beat	<i>all one word</i>

## NOTES





## 8. PLANT AND INSECT NAMES

### PLANT NAMES

8.1. The following list of plant names, some of which vary in form from those given in Webster's New International Dictionary, has been compiled with the cooperation of the Department of Agriculture.

8.2. In general, derivatives of proper names with acquired independent common meaning are not capitalized. (See rule 3.4, p. 21.) However, in plant names, if the capital letter is retained, either the hyphenated or the two-word form is used, depending on predominant usage. Such names as English ivy, Dutchmans-pipe, Cupids-dart, flower-of-Jove, and apple-of-Peru retain the capital letter. On the other hand, such names as Charlie, Jack, and Susan lose their capital letter in fanciful names; e.g., creeping-charlie, jack-in-a-box, and brown-eyed-susan.

8.3. The apostrophe is omitted in names with a possessive element; thus: babysbreath, Grays lily, devils-paintbrush, etc.

8.4. To indicate preferred usage, there are also included adjective forms, such as nightblooming, straightstem, threecolor, two-wing, etc., not by themselves plant names.

8.5. Except as indicated in the list, plant names ending in *bane*, *bark*, *bean*, *berry*, *bine*, *brush*, *cup*, *fern*, *flower*, *grass*, *leaf*, *lily*, *nut*, *plant*, *pod*, *root*, *seed*, *thorn*, *tree*, *vine*, *weed*, *wood*, and *wort* are printed solid, unless the preceding word is a proper name which retains its capitalized form. (See rule 8.2.) All such one-word forms were excluded from the list.

Aarons-beard  
addersmouth  
adderstongue  
adzuki  
African-violet  
airpotato  
alfalaria  
alpenress  
Alpine-azalea  
Amazon-lily  
anatto-tree  
angel-trumpet  
antelope-brush  
Apache-plume  
apple-of-Peru  
Arab-primrose  
arar-tree  
arborvitae  
arrow-arum  
asparagus-bean  
atamasco-lily  
Australian-pea  
autumn-crocus  
avalanche-lily  
awl-leaf  
  
baby-blue-eyes  
babysbreath  
babytears  
baldcypress  
baldhip  
baldrush  
ballmustard  
balm-of-Gilead  
balsam-apple  
balsam-of-Peru  
balsam-pear  
banana-shrub  
Barbados-cherry  
barestem  
barnyard #grass  
barrenground  
barren-strawberry  
bastardbox  
battereddock  
baycedar  
beakrush  
bearcabbage  
bearmat  
bearmat  
beartail  
beavertail  
bedstraw  
beebalm  
beechdrops  
beefsteak-plant  
bee-sage  
beggarticks  
belladonna-lily  
bigcone-spruce  
bigfruit  
bigmoon  
bigstem  
bigtooth  
bird-in-the-bush  
bird-of-paradise-flower  
birdpepper  
birdseye  
birdsfoot  
birdsnest  
bishopscape  
bishopswood  
bittercress  
bittersweet  
bittervetch  
blackbead  
blackberry-lily  
blackbox  
black-bryony  
blackbud  
black-cala bash  
black-eyed-susan

blackfoot  
blackhaw  
blackjoint  
blacklaurel  
black-mangrove  
black #medic  
blackpurple  
blackspot  
blackstem  
black-salsify  
bladder #campion  
bladder-senna  
bladeapple  
blazing-star  
bleedingheart  
blistercress  
bloodball  
bloodred  
bloodtwig  
bloodvein  
blowwives  
blueback  
bluebead  
bluebeard  
bluebell-creeper  
bluebells  
blueblossom  
bluebunch  
bluecrown  
bluecurls  
bluedicks  
blue-eyed-grass  
blue-eyed-mary  
blueflag  
bluegreen  
bluejoint  
bluelips  
bluestar  
bluestem  
bluetop  
bog-orchid

bog-rosemary  
bonytip  
bouncing-bet  
bowbells  
bowstring-hemp  
boxelder  
bracken  
brassbuttons  
Brazilian-cherry  
brickred  
bricktimber  
bridal-veil  
bridalwreath  
brighteyes  
Brisbane-box  
bristlecone  
bristletooth  
bronzebells  
broomcorn  
broom-crowberry  
broomrape  
broomsedge  
broomstraw  
brown-eyed-susan  
Browns (lily, etc.)  
brownstain  
brownstem  
brush-cherry  
brushtip  
buckbeard  
buckeye  
buckhorn  
buckwheat  
buckwheat-tree  
buffalo-bur  
bullflist  
bullfoot  
bullhoof  
bullhorn  
bullettle  
bullthistle

- bunnymouth  
 burclover  
 burdock  
 bur-marigold  
 bur-ragweed  
 burreed  
 bur-sage  
 bur-snakeroot  
 bushclover  
 bush-cranberry  
 bush-honeysuckle  
 bushmint  
 bushpepper  
 bushpoppy  
 bushrope  
 butchersbroom  
 butter-and-eggs  
 butter #bean  
 butterbough  
 butterfly-pea  
 butter-rose  
 buttonball  
 buttonclover  
 button-snakeroot
- cajeput-tree  
 calabash-tree  
 calaba-tree  
 calamondin  
 calkill  
 California-laurel  
 California-nutmeg  
 California-poppy  
 camphor-tree  
 canarybalm  
 candlenut-tree  
 candytuft  
 canistel  
 Canterbury-bells  
 canyon-poppy  
 cape-cowslip  
 cape-gooseberry  
 cape-honeysuckle  
 cape-jasmine  
 cape-marigold  
 cape-pondweed  
 cape-weddingflower  
 Carolina-jessamine  
 Carolina-vanilla  
 cassabanana  
 cassiabark-tree  
 cassiaflower-tree  
 castor-aralia  
 catbrier  
 catchfly-gentian  
 catclaw  
 catjang-pea  
 cats-ear  
 catsfoot  
 cattail  
 cavenia  
 celandine-poppy  
 chaff-flower  
 chainfern  
 chalice-vine  
 chaste-tree  
 checkerbloom  
 checker-mallow  
 cherryblossom  
 cherry-laurel  
 cherry-orange  
 cherrystone  
 chickpea  
 chicory  
 Childs (gladiolus, etc.)  
 Chile-ageratum  
 Chile-bells  
 Chile-guava  
 Chile-jasmine  
 Chile-nettle  
 Chiloe (strawberry, etc.)  
 China-aster  
 China-fir  
 China-laurel  
 Chinese-houses  
 Chinese-poppy
- chokecherry  
 Christ-eye  
 Christ-thorn  
 Christmas-rose  
 cigarbox-cedar  
 cinquefoil  
 cleavers  
 cliffbrake  
 cliffrose  
 cloth-of-gold  
 cloven-lip  
 clubmoss  
 cluster-amaryllis  
 cobblersthumb  
 cocaine-tree  
 cockscomb-yam  
 cocks-eggs  
 cocoplum  
 comfrey  
 conehead  
 confederate-jasmine  
 conetail  
 cootamundra  
 coppertip  
 coralbells  
 coralblow  
 coraldrops  
 corkwing  
 corncockle  
 cornelian-cherry  
 corn-marigold  
 consalad  
 cotton-sedge  
 cottontail  
 Coventry-bells  
 cowcockle  
 cowwheel  
 cowitch  
 cowparsley  
 cowparsnip  
 cowpea  
 cowslip  
 cowtongue  
 cow-tree  
 cow-wheat  
 crabapple  
 cradle-orchid  
 cranberry-gourd  
 cranesbill  
 crape-jasmine  
 crapemyrtle  
 crawfoot  
 creamcups  
 creamfruit  
 creamsacs  
 creeping-charlie  
 creeping-devil  
 creeping-jenny  
 Cretan-mullein  
 cricketbat  
 crimson-eye  
 crimson-flag  
 crocos  
 crowfoot  
 crownbeard  
 crowndaisy  
 crown-imperia  
 crownvetch  
 crowpoison  
 crucifixion-thorn  
 crystal-tea  
 cucumber-root  
 culvers-physle  
 Cupids-dart  
 custard-apple  
 cutecollar  
 cypress-pine
- dallis (grass, etc.)  
 dames (rocket, etc.)  
 dammarpine  
 danesblood  
 darkeye  
 darling-plum  
 dasheen  
 dateplum  
 datil  
 dawnrose
- dayglow  
 deadnettle  
 deathcamas  
 deerhair  
 deerstongue  
 deervetch  
 desertbeauty  
 desertcandle  
 desertholly  
 desertprimrose  
 desert-willow  
 devilsclub  
 devilsclaw  
 devils-paintbrush  
 devils-pincushion  
 devils-shoestring  
 devilstongue  
 devils-walkingstick  
 Diels (cotoneaster, etc.)  
 dimplecone  
 ditchfoot  
 ditch-sunflower  
 dock  
 dogbrier  
 dogfennel  
 dogtail  
 doublefile  
 doubleflowering  
 doubleray  
 doubletooth  
 Douglas-fir  
 dovefoot  
 doveplum  
 dracena  
 dragonhead  
 duckpotato  
 duncecap  
 dusty-miller  
 Dutchmans-breeches  
 Dutchmans-pipe  
 dwarf-dandelion
- eardrops  
 earthgall  
 earthstar  
 earthtongue  
 Easter-bells  
 Eca (rose, etc.)  
 elephanthead  
 elkship  
 epaulette-tree  
 evening-primrose  
 evening-snow  
 evening-star  
 evergold  
 evergreen-grape  
 everlasting  
 eyebalm  
 eyebright
- fernsray  
 feterita  
 fieldcress  
 fieldmadder  
 figmarigold  
 finetooth  
 firemoss  
 firepink  
 fishhooks  
 fishpoison-tree  
 fiveblade  
 fivecoil  
 fivefinger  
 five-stamen  
 flamboyant-tree  
 flamepoppy  
 flameray  
 flat-sedge  
 floatingheart  
 floptop  
 Florida-boxwood  
 flowerfence  
 flowering-rush  
 flower-of-an-hour  
 flower-of-Jove  
 fogfruit  
 forget-me-not  
 fourcolor  
 four-o'clock  
 fourstamen  
 fourwing  
 foxchop  
 foxfoot  
 foxglove  
 foxtail #grass  
 Franciscan-nightshade  
 fringe-bell  
 fringe-orchid  
 frogbit  
 frogfoot  
 fullers #teasel  
 fullmoon
- gallwind  
 garambullo  
 gayfeather  
 gaywings  
 ghostpipe  
 giantfennel  
 giantgroundsel  
 gill-over-the-ground  
 giltedge  
 globe-amaranth  
 globe-cone  
 globedaisy  
 globemallow  
 globethistle  
 globe-tulip  
 gloriosa  
 glorybower  
 goatsbeard  
 goatsrue  
 goldband  
 goldbeard  
 goldblotch  
 goldstut  
 goldedge  
 golden-aster  
 goldenback  
 goldenball  
 goldenbeard  
 goldenbowl  
 goldchain  
 goldenclub  
 golden-eyed-grass  
 goldenfeather  
 goldenfleece  
 goldenglow  
 goldenlarch  
 goldenlocks  
 goldenmoon  
 goldenpert  
 goldenplume  
 goldenrain-tree  
 goldenrod  
 goldenseal  
 golden-shower  
 goldenstar

- goldentop  
 goldentuft  
 goldentwig  
 goldenwave  
 goldenyarrow  
 gold-eye-grass  
 goldfields  
 goldhair  
 Goldie (fern, etc.)  
 goldmoss  
 goldspot  
 goldstripe  
 goldthread  
 goldtip  
 goldtwig  
 goldvein  
 good-King-Henry  
 gooseberry-tree  
 goosefoot  
 goosetongue  
 grains-of-paradise  
 grape-hyacinth  
 grass-pink  
 grasswidow  
 gravel-bind  
 graybox  
 Grays (lily, etc.)  
 Greek-valerian  
 greenbrier  
 green-ebony  
 greenfire  
 greenheart  
 green-net  
 greenscale  
 greensides  
 greenstem  
 greenthread  
 greentwig  
 greenvein  
 groundcedar  
 groundcherry  
 ground-ivy  
 groundpine  
 groundsmoke  
 guamachil  
 Guiana-chestnut  
 gumbo-limbo  
 gum-myrtle  
 gunbright  
 guttapercha  
  
 hair-grass  
 hairyhead  
 halfhigh  
 halfmoon  
 halfskirt  
 hardbeam  
 hardhack  
 hard-iron  
 hardshell  
 harebell  
 harebottle  
 hares-ear-mustard  
 haretail  
 hartstongue  
 hawkbit  
 hawksbeard  
 heal-all  
 healbite  
 heartpetal  
 hedgehog-coneflower  
 hedgegum  
 hedgestraw  
 henbit  
 Hercules-club  
 heronbill  
 Hicks (yew, etc.)  
 Himalaya-berry  
 Himalaya-honeysuckle  
 Hinds (walnut, etc.)  
 hoarycress  
 hogpeanut  
 hogsfennel  
 hollowstem  
 hollyaster  
 hollygrape  
 honeybell  
 honeybind  
  
 honeybloom  
 honeylocust  
 honeysuckle  
 hophornbeam  
 hopsage  
 hornbeam  
 hornpoppy  
 horsebalm  
 horsechestnut  
 horse-eye  
 horsegentian  
 horsemint  
 horse-nettle  
 horsepipe  
 horseradish  
 horseradish-tree  
 horsetail  
 horsetail-tree  
 houndstongue  
 house-amaryllis  
 houseleek  
 hummingbird-trumpet  
 hyacinth-bean  
 hydrangea-vine  
  
 ilama  
 incense-cedar  
 India-almond  
 India-elm  
 India-hawthorn  
 India-mulberry  
 Indian-fig  
 Indian-physic  
 Indian-pipe  
 Indian-potato  
 Indian-tobacco  
 Indian-warrior  
 Indian-wheat  
 ironhead  
 ivory-leaves  
 ivy-arum  
 ivy-bells  
 ivy-gourd  
 ivy-vine  
  
 jaburan  
 jackfrost  
 jackfruit  
 jack-in-a-box  
 jack-in-the-pulpit  
 Jacobs-rod  
 jambolan-plum  
 Jersey-tea  
 Jerusalem-artichoke  
 Jerusalem-cherry  
 Jerusalem-oak  
 Jerusalem-sage  
 Jerusalem-thorn  
 jetbead  
 jobs-tears  
 joe-pye-weed  
 jointfir  
 jointvetch  
 Josephscoat  
 Joshua-tree  
 Judas-tree  
 jungle-plum  
 jungle-rice  
 Jupiters-beard  
  
 kafircorn  
 karanda  
 karo  
 Kartaba (iris, etc.)  
 kasumi (cherry, etc.)  
 katsura-tree  
 kauri-pine  
 kei-apple  
 kidney bean  
 kidneyvetch  
 kittentails  
 knawel  
 kochia  
 kohlrabi  
 kolomikta  
 kousa  
  
 kudzu  
 kwanso (daylily, etc.)  
 kyushu (azalea, etc.)  
  
 Labrador-tea  
 lacquer-tree  
 ladies-tresses  
 ladybell  
 lady-slipper  
 ladysmantle  
 ladythumb  
 lambkill  
 lambsquarters  
 lap-love  
 largetooth  
 lavender-cotton  
 leaf-flower  
 lemon-verbena  
 lignumvitae  
 lilybasket  
 lily-of-the-valley  
 lima bean  
 limequat  
 lions-ear  
 little-pickles  
 live-ever  
 liveforever  
 liver-balsam  
 living-rock  
 lizardtail  
 loblolly-bay  
 loggerheads  
 London-pride  
 longbarb  
 longcluster  
 longlip  
 Longs (grape, etc.)  
 longspine  
 longstalk  
 longtube  
 lookingglass  
 loosestrife  
 lords-and-ladies  
 loveman  
 lyonshrub  
  
 Madden-cherry  
 Madeira-bay  
 Madeira-vine  
 Magdalena (mock  
     orange, etc.)  
 mahala-mats  
 maidencane  
 maidenhair-tree  
 Malabar-nut  
 Malabar-plum  
 Malay-apple  
 malu-creeper  
 mame (cherry, etc.)  
 mandacaru  
 Mangles (everlasting,  
     etc.)  
 mangrove  
 maretail  
 Mardin (iris, etc.)  
 Maries (fir, etc.)  
 marshcress  
 marsh-elder  
 marshfire  
 marshmallow  
 marshmarigold  
 Martens (selaginella,  
     etc.)  
 Mascarene (grass, etc.)  
 matilija-poppy  
 Matreed  
 matrimony-vine  
 mayapple  
 maybloom  
 maypear  
 maypop  
 Mays (brake, etc.)  
 mayten  
 maywings  
 meadowbeauty  
 meadowfoam  
 meadowrue  
  
 meadowsweet  
 mealyrat  
 Meiwa (kumquat, etc.)  
 merrybells  
 Mexican-buckeye  
 Mexican-clover  
 Mexican-orange  
 Mexican-star  
 Mexican-tea  
 Michaelmas-daisy  
 milfoil  
 milkthistle  
 milkvetch  
 milo  
 mistmaiden  
 miyama  
 mock-cucumber  
 mockorange  
 mock-strawberry  
 Mouluca-balm  
 mombin  
 momi  
 monkeycomb  
 monkeypuzzle  
 monkshood-vine  
 monreale  
 Moores (agapanthus,  
     etc.)  
 moosetongue  
 moraea  
 morning-glory  
 moso  
 mosquitobill  
 mosquitotrap  
 moss #rose  
 moth-orchid  
 mountain-ash  
 mountain-bluet  
 mountain-dandelion  
 mountainheath  
 mountain-holly  
 mountain-laurel  
 mountain-lilac  
 mountain-mahogany  
 mountain-mint  
 mouse-ear  
 mousetail  
 Moyes (rose, etc.)  
 mudbank  
 mullein  
 mundi-root  
 Mupin (cotoneaster,  
     etc.)  
 muskphlox  
 musk #rose  
 myrtle-of-the-river  
  
 Narbonne (flax, etc.)  
 narihira  
 Natal-ebony  
 navy #bean  
 needle-and-thread  
 needlerush  
 netvein  
 niggerhead  
 nightblooming  
 nightcups  
 nightjasmine  
 nightphlox  
 nightshade  
 nightstock  
 nimblewill  
 ningala  
 Nippon-bells  
 nodfruit  
 nosesmart  
 nutgall  
  
 ocean-spray  
 Oconee-bells  
 ohelo  
 oldman (fern, etc.)  
 onespice  
 orache  
 orange-eye  
 orange-jasmine  
 orange-rose



organpipe	primrose-willow	rose-acacia	sharplobe
orobus	princesfeather	rosebay	sharp scale
Osage-orange	princesplume	rosegay	sheepfoot
otaksa	puckneedle	rosegentian	sheepkill
owclover	puffball	rosemallow	sheep #sorrel
oxeye-daisy	purplebell	rosemary	shell #bean
oxlip	purplecane	rosemyle	shepherds-purse
oxtongue	purplecone	rose-of-heaven	shootingstar
	purple-eye	rose-of-Jericho	shortbeak
	purplelady	rosepink	shortcluster
painted-cup	purplenot	rose-ring	shorthair
palma #dulce	purplespot	roundbud	shortspine
paloblanco	purplestem	round-eared	shrub-althea
paloverde	purplestripe	roundheart	sidebells
pansy-orchid	purpletop	roundlobe	side-oats
paper-mulberry	purplewreath	roundtop	silk-oak
paradise-tree	pussy-ears	runningpine	silk tassel
parrotfeather	pussypaws	Russian-olive	silk tassel-bush
Parsons (arborvitae, etc.)	pussytoes	Russian-thistle	silverbell
partridgefoot	pussywillow		silverdust
partridgepea			silveredge
pawpaw	quakerladies	sacred-lily	silverhead
pear-hip	Queen-Annes-lace	safron-plum	silverline
pearlfruit	queen-of-the-night	sagerose	silvermargin
pearlstripe	Queensland-nut	St. Augustine (grass, etc.)	silvernerv
peashrub	quickbeam	St.-Bernards-lily	silverplume
peatpink	quill-leaf	St.-Brunos-lily	silverpurple
pea-tree		St.-James-lily	silverrod
peegee		St. Johns (coontie, etc.)	silverstar
pennycress	rabbitear	St.-Johns-wort	silvertail
pennyrot	rabbiteye	St. Thomas tree	singhara-nut
pennroyal	rabbitfoot	salad-rocket	sixweeks
persicary	rabbittail	saltcedar	skunkcabbage
pheasanteye	ragged-robin	saltmarsh	skyblue
pigeonfoot	ramshead	saltmeadow	skydrop
pigeonpea	Rangoon-creeper	salt-tree	Smalls (penstemon, etc.)
pigeon-wheat	rattail	sandbar	snailclover
pimpernel	rattlebox	sandheath	snakebeard
pinebarren	rattlesnake-plantain	sandhill	snakegourd
linedrops	rattlesnake-root	sandmint	snakemouth
pinemat	red bay	sandmyrtle	snakepipe
pinemap	red bead	sandplum	snap bean
pinemap	red box	sandreed	snapple
pinkbells	red cedar	sandspur	snowbell
pinkedge	red devil	sandstay	snowcloud
pinkscale	red flesh	sand verbena	snowdrop
pinkshell	redflowering	sappan	snowgarland
pinkshower	redhelmet	sapsuck-bush	snowhill
pinkstar	redmaids	saskatoon	snow-on-the-mountain
pinkstem	red #oak	sassafras	snowpoppy
pinkstripe	red-osier	satinpoppy	snow-wreath
pinkwax	red-pepper	saw-palmetto	soapbloom
pin #oak	red #pine	sawpetal	Solomon-plume
pinpillow	redrim	sawtooth	Solomons-seal
pinpoint	redscale	scarboro-lily	sourclover
pinxterbloom	redshanks	scarlet-bugler	soursop
plumepoppy	redshoot	scarletfunnel	southernplume
plum-pine	redspot	scarletplume	sowbread
plum-yew	redspray	scorpion-senna	sowthistle
poets (narcissus, etc.)	redspur	Scotch-broom	Spanish-bayonet
pointvetch	redstem	scouring-rush	Spanish-dagger
poison-hemlock	redtip	scrawpine	Spanish-moss
poison-ivy	redtwig	scrawstem	Spanish-needles
poison-oak	redware	sear-pea	spatterdock
poison-sumac	red wool	sea #bean	spear mint
poison-vetch	red-white-and-blue-flower	sea-beard	spectacle-pod
pond-apple	Reeves (spirea, etc.)	sea-buckthorn	speedwell
pondcypress	ricepaper-plant	seagrape	spider-orchid
ponyfoot	rigput	seaholly	spiderweb
poor-robin-plantain	riverbank	seakale	spikeheath
popdock	Rivers (beech, etc.)	sea-lavender	spikenard
popglove	rockbeauty	seamoss	spikerush
poppy-mallow	rockbell	sea-onion	spikesedge
Portugal-laurel	rockbrake	seaplum	spine-date
possumhaw	rockcress	sea-urchin	spinemallow
post #cedar	rockfoil	seawife	spirea
post #locust	rockhair	seedgall	spongegourd
post #oak	rockjasmine	selfheal	springletop
pot #marigold	rockmat	Seneca-snakeroot	springbeauty
Potts (tritonia, etc.)	rockpurslane	senna-pea	spurgall
prairie-clover	rockrose	sensitive-pea	spurge-nettle
prairiegentian	rockspirea	setwall	spurge-olive
prairiemallow	rockspirea	sevenlobe	spur-valerian
prairie-smoke	rockspray	sevenstars	squaw-apple
pricklepuppy	rootspine	seven-year-apple	squawcarpet
prickly-ash	rosa-montana	shadblow	squirrelcorn
pricklypear	rosarypea	shad scale	squirreltail
prickly-thrift			squirting-cucumber
pricktimber			
pride-of-Madeira			

star-apple	tangletail	two-row	white-ironwood
starbloom	tanoak	two-wing	whitemat
star-bur	tansymustard		white-sapote
starfruit	tansy-ragwort		whitespike
starglory	tea-olive	udo	whitespot
star-gooseberry	tearthumb	umbrella-pine	whitestem
star-grass	Teas (catalpa, etc.)	umbrella-sedge	whitestripe
starjasmine	teaselgourd	umbrella-tree	whitetop
starlights	tea-tree	undergreen	wildbergamot
star-of-Bethlehem	telegraph-plant	urn #moss	wildcabbage
star-thistle	Tennessee-indigo		wild #carrot
steershead	tequila		wildcelery
sticktight	tether-devil	valley-mahogany	wildginger
stiffstem	Texas-plume	Vanhoutte (elm, etc.)	wildgoose
stinging-nettle	thickspike	vegetable-oyster	wild-indigo
stinkbell	thimble #lily	Venus-button	wildrice
stinkhorn	thintail	vervain	wildrye
stonebreak	thornapple	vi-apple	wingstem
stonecress	thoroughgrowth	vinca	winter-aconite
stonecrop	thoroughstem	vinespinach	winterbloom
stonegall	thoroughwax	violet-bloom	wintercreeper
stonemint	threadstalk	Virginia-creeper	wintercress
storksbill	three-awn	virgins-bower	winterfat
straightstem	threecoil		winterhazel
strawberry-blite	threecolor		wintersweet
strawberry-tree	threelobe		wirelettuce
string #bean	three-seed	wakerobin	wirestem
sugar-apple	threespine	walkingstick	witchbells
sugar #beet	threetip	wallcress	witch-hazel
sugarbird	throughgrow	wandering-Jew	wolfail
sugarcane	tickclover	waterchestnut	woodbetony
sugar #corn	tick-trefoil	waterclover	wood-gossip
sugar #maple	tidemarsh	watercreeper	woodlandstar
sugar-root	tigerfoot	watercress	woodnymph
summer-cypress	tigertail	water-elm	woodruff
summer-fir	timberline	waterhemlock	woodrush
summer-hyacinth	tipu-tree	waterhemp	Woods (rose, etc.)
summer #squash	toadflax	water-hyacinth	woodsorrel
summersweet	toadpipe	waterhyssop	woodwaxen
sundew	toadstool	waterlemon	woollybutt
sundrops	tobira	waterlettuce	woollyhead
sunh-hemp	tomatillo	waterlocust	woolwitch
sunray	tonka-bean	watermarigold	woundworth
sunrose	toringo	watermeal	
supplejack	towelgourd	watermillfoil	yam-bean
Surinam-cherry	trailing-arbutus	waterparsnip	yangtao
swampbay	travelers-joy	waterpepper	yarrow
swampcandle	travelers-tree	waterplantain	yate-tree
swamp-laurel	treacle-mustard	waterpoppy	Yeddo-hawthorn
swamp-pink	treebeard	waterprimrose	yellowband
swamp-privet	treehair	watershield	yellowbeard
swan-orchid	treemallow	watershrub	yellowbell
sweet-anise	treepoppy	water-snowflake	yellow-cedar
sweetbay	tree-spirea	watersoldier	yellowcress
sweetbells	tree-tomato	waterstar	yellow-edge
sweetbrier	truedwarf (box)	water-stargrass	yelloweye
sweet-calabash	trumpet-creeper	waterwillow	yellow-eyed-grass
sweetclover	tuberose	waxgourd	yellowflag
sweet #corn	tumblemustard	waxmallow	yellowflax
sweetflag	tung-oil tree	waxmyrtle	yellowfruit
sweetgale	turbantop	wayfaring-tree	yellowheart
sweetgum	turkeymullein	weakleaf	yellownet
sweetpea	turkeysbeard	weaselnout	yellow-oleander
sweetpotato	Turks-cap	weavers-broom	yellow-poplar
sweetshrub	Turks-rug	wedgescale	yellow-rocket
sweetsop	turnip-chervil	Welsh-poppy	yellowspot
sweetspire	turtlebloom	whisperingbells	yellowstripe
sweet-sultan	turtlehead	whitebeam	yellowtip
sweetvetch	twinbloom	whiteblow	yellowvein
sweetwater	twinspur	whitebottle	yellow-vetch
sweet-william	twist-arum	whitebud	yerba-buena
Syrian-privet	twisted-stalk	white-cedar	yerba-del-venado
	twocolor	whiteclover	yerba-santa
tailgrape	white-eye	white-edge	Youngs (cypress, etc.)
tanglehead	two-groove		

## INSECT NAMES

8.6. The following list of insect names 'is taken from the list of names approved by the Entomological Society of America and serves as a guide to compounding for these specialized terms.

8.7. Except as indicated in the list, names ending in *bug*, *fly*, *hopper*, *roach*, and *worm* are set solid; names with a final element of *ant*, *aphid*, *beetle*, *borer*, *caterpillar*, *louse*, *maggot*, *midge*, *miner*, *mite*, *mosquito*, *moth*, *roller*, *scale*, *thrips*, *tick*, and *weevil* are set as two words.

- achemon sphinx  
 African mole cricket  
 alfalfa looper  
 alfalfa plant bug  
 angular-winged katydid  
 apple and thorn skeletonizer  
 apple curculio  
 apple leaf skeletonizer  
 apple red bug  
 apple seed chalcid  
 apple sucker  
 Argentine ant  
 Arizona cotton stainer  
 ash plant bug  
 azalea lace bug  
  
 bald-faced hornet  
 balsam-fir sawyer  
 banded woollybear  
 basswood lace bug  
 basswood leaf roller  
 bean leaf skeletonizer  
 bed bug  
 beech scale  
 birch casebearer  
 birch skeletonizer  
 birch tube maker  
 black blow fly  
 black cherry fruit fly  
 black-horned tree cricket  
 black horse fly  
 black swallowtail  
 black widow spider  
 bloodsucking conenose  
 blue horn-tail  
 booklouse  
 boxelder bug  
 boxelder psyllid  
 boxwood psyllid  
 bristly rose-slug  
 broad-winged katydid  
 brown-banded roach  
 brown stink bug  
 bumella fruit fly  
  
 cabbage curculio  
 cabbage looper  
 cabbage seedstalk curculio  
 cadelle  
 California pear-slug  
 California prionus  
 California tortoise-shell  
 caragana plant bug  
 Carolina mantis  
 carpenter bee  
 carrot rust fly  
 catalpa sphinx  
 cat flea  
 celery leaf tier  
 celery looper  
 chain-spotted geometer  
 changa  
 cheese skipper  
 cherry casebearer  
 cherry fruit fly  
 chigger  
 chigoe  
 chinch bug  
 Chinese mantis  
 chrysanthemum lace bug  
 cigar casebearer  
 Clear Lake gnat  
 clouded sulphur  
 clover looper  
 clover root curculio  
 clover seed chalcid  
 cluster fly  
 cochineal insect  
 common cattle grub  
 conchuela  
 cotton lace bug  
 cotton leaf perforator  
 cotton stainer  
 coulee cricket  
 cowpea curculio  
  
 cranberry girdler  
 currant fruit fly  
 currant stem girdler  
  
 dog flea  
 Douglas-fir engraver  
 dusky stink bug  
  
 eastern subterranean termite  
 eggplant lace bug  
 eight-spotted forester  
 elm calligrapha  
 elm casebearer  
 elm cockscomb gall  
 elm lace bug  
 elm sphinx  
 eupatorium gall fly  
 European chafer  
 European chicken flea  
 European earwig  
 European fruit lecanium  
 European mantis  
  
 false chinch bug  
 false stable fly  
 field cricket  
 fiery hunter  
 fig wasp  
 filament bearer  
 firebrat  
 fir engraver  
 forage looper  
 fork-tailed bush katydid  
 Formosan subterranean termite  
 four-lined plant bug  
 four-spotted tree cricket  
 frit fly  
  
 garden springtail  
 garden symphyid  
 giant hornet  
 giant water bug  
 golden-eye lacewing  
 grape cane gall maker  
 grape colaspis  
 grape curculio  
 grape leaf folder  
 grape leaf skeletonizer  
 grape phylloxera  
 grape seed chalcid  
 grapevine looper  
 grasshopper bee fly  
 great ash sphinx  
 greenhouse leaf tier  
 greenhouse orthesia  
 greenhouse stone cricket  
 green meadow locust  
 green rose chafer  
 green stink bug  
  
 hackberry engraver  
 hackberry lace bug  
 hackberry nipple gall  
 hairy chinch bug  
 harlequin bug  
 hawthorn lace bug  
 helgramite  
 hemlock looper  
 hessian fly  
 hickory horned devil  
 hickory plant bug  
 hollyhock plant bug  
 honey bee  
 hop looper  
 hop plant bug  
 horned passalus  
 horned squash bug  
 horn fly  
 horse bot fly  
 house centipede  
 house cricket  
 house fly  
 human bot fly  
 human flea  
  
 Japanese broad-winged katydid  
 Jerusalem cricket  
  
 lantana gall fly  
 lantana lace bug  
 lantana seed fly  
 larch casebearer  
 large aspen tortrix  
 large milkweed bug  
 latrine fly  
 leaf crumpler  
 leaf-footed bug  
 lesser bulb fly  
 linden looper  
 little house fly  
  
 Madeira roach  
 maple leaf cutter  
 maple petiole-borer  
 maple trumpet skeletonizer  
 masked hunter  
 meadow plant bug  
 Mediterranean fruit fly  
 melon fly  
 Mexican fruit fly  
 Mormon cricket  
 mossy rose gall  
  
 narcissus bulb fly  
 narrow-winged mantis  
 negro bug  
 northeastern sawyer  
 northern cattle grub  
 northern masked chafer  
 northern mole cricket  
 northern rat flea  
 nose bot fly  
  
 oak lace bug  
 oak skeletonizer  
 olive fruit fly  
 omnivorous leaf tier  
 one-spot stink bug  
 onion plant bug  
 orange-dog  
 orange tortrix  
 Oregon fir sawyer  
 oriental fruit fly  
 oriental house fly  
 oriental rat flea  
  
 painted beauty  
 painted-lady  
 palm leaf skeletonizer  
 papaya fruit fly  
 pea leaf miner  
 pear plant bug  
 pear psylla  
 pear-slug  
 pecan cigar casebearer  
 pecan leaf casebearer  
 pecan leaf phylloxera  
 pecan nut casebearer  
 pecan phylloxera  
 periodical cicada  
 persimmon psylla  
 phlox plant bug  
 pigeon fly  
 pigeon tremex  
 pine chafer  
 pine engraver  
 pipevine swallowtail  
 pistol casebearer  
 plum curculio  
 plum gouger  
 poplar tent maker  
 potato psyllid  
 potato scab gnat  
 poultry bug  
 pyramid ant  
  
 quince curculio  
  
 ragweed plant bug  
 range crane fly  
 rapid plant bug  
 red-admiral  
  
 resplendent shield bearer  
 rhododendron lace bug  
 rhubarb curculio  
 rice stink bug  
 ring-legged earwig  
 rose chafer  
 rose curculio  
 rose root gall  
 rose-slug  
 rose stem girdler  
  
 saddled prominent  
 sagebrush defoliator  
 Say stink bug  
 screw-worm  
 secondary screw-worm  
 sheep bot fly  
 sheep ked  
 silverfish  
 silver-spotted skipper  
 small milkweed bug  
 snowy tree cricket  
 southern buffalo gnat  
 southern green stink bug  
 southern masked chafer  
 southern mole cricket  
 southern pine sawyer  
 Spanish-fly  
 spice-bush swallowtail  
 spined soldier bug  
 spotted garden slug  
 spotted Mediterranean roach  
 spotted pine sawyer  
 spotted-wing anthion  
 squash bug  
 stable fly  
 sticktight flea  
 striped horse fly  
 Surinam roach  
 swallow bug  
 sycamore lace bug  
  
 tarnished plant bug  
 three-cornered alfalfa hopper  
 throat bot fly  
 tiger swallowtail  
 tile-horned prionus  
 toad bug  
 tomato psyllid  
 turkey gnat  
 twig girdler  
 twig pruner  
 two-spotted stink bug  
 two-striped walkingstick  
  
 vagabond crambus  
 vedalia  
 vetch bruchid  
 viceroy  
 Virginia-creeper sphinx  
  
 walkingstick  
 walnut husk fly  
 walnut sphinx  
 waterlily leaf cutter  
 western chicken flea  
 western chinch bug  
 western grape leaf skeletonizer  
 western hemlock looper  
 western oak looper  
 West Indian fruit fly  
 wheat straw-worm  
 wheel bug  
 white-lined sphinx  
 white-spotted sawyer  
  
 yellow woollybear  
 yucca plant bug  
  
 zebra caterpillar



## NOTES



## 9. PUNCTUATION

**9.1.** Punctuation is a device to clarify the meaning of written or printed language. Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to insure exact interpretation. The MANUAL can only offer general rules of text treatment. A rigid design or pattern of punctuation cannot be laid down, except in broad terms. The adopted style, however, must be consistent and be based on sentence structure.

**9.2.** The general principles governing the use of punctuation are (1) that if it does not clarify the text it should be omitted, and (2) that in the choice and placing of punctuation marks the sole aim should be to bring out more clearly the author's thought. Punctuation should aid in reading and prevent misreading.

### Apostrophe

(See "Possessives and apostrophes," pp. 66-67.)

### Brace

**9.3.** The brace is used to show the relation of one line or group of lines to another group of lines. The point of the brace is placed toward the fewer number of lines; or if the number of lines is the same, toward the single group. For examples of braces used in tabular matter, see rule 14.30, page 183.

Supervision of timber sales.	{	1-hour jobs	{ District 1 District 7 District 6	} 1½ hours' travel.....	{	Sales conducted monthly from May to July.	
		2-hour jobs	{ District 4 District 2				} 1 hour's travel.....
		3-hour jobs	{ District 3 District 5				

### Brackets

*Brackets, in pairs, are used—*

**9.4.** To indicate a correction, a supplied omission, an interpolation, a comment, or a caution that an error is reproduced literally. (For use of parentheses, see rule 9.77, p. 140.)

He came on the 3d [2d] of July.

Our conference [lasted] 2 hours.

The general [Washington] ordered him to leave.

The paper was as follows [reads]:

I do not know. [Continues reading:]

They fooled only themselves. [Laughter.]

Our party will always serve the people [applause] in spite of the opposition [loud applause]. (If more than one bracketed interpolation, both are included within the sentence.)

The WITNESS. He did it that way [indicating].

Q. Do you know these men [handing witness a list]?

The bill had *not* been paid. [Italic added.] or [Emphasis added.]

The statue [sic] was on the statute books.

The WITNESS. This matter is classified. [Deleted.]

[Deleted.]

Mr. JONES. Hold up your hands. [Show of hands.]

Answer [after examining list]. Yes; I do.

Q. [Continuing.]

A. [Reads:]

A. [Interrupting.]



9.5. In bills, contracts, etc., to indicate matter that is to be omitted.

9.6. In mathematics, to denote that enclosed matter is to be treated as a unit. (For examples, see p. 176.)

9.7. A single bracket may be used to indicate matter overrun into an adjoining blank space.

[of all.  
Till one man's weakness grows the strength

Argentina: [710  
Wireless, regulations of. . . 93, 682, 703,

9.8. When matter in brackets makes more than one paragraph, start each paragraph with a bracket and place the closing bracket at end of last paragraph.

## Colon

*The colon is used—*

9.9. Before a final clause that extends or amplifies preceding matter. (See also rule 9.48, p. 138.)

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.

Railroading is not a variety of outdoor sport: it is service.

9.10. To introduce formally any matter which forms a complete sentence, question, or quotation.

The following question came up for discussion: What policy should be adopted?

He said: [if direct quotation of more than a few words follows]. (See also rule 9.48, p. 138.)

There are three factors, as follows: First, military preparation; second, industrial mobilization; and third, manpower.

9.11. After a salutation.

MY DEAR SIR:

*Ladies and Gentlemen:*

*To Whom It May Concern:*

9.12. In expressing clock time.

2:40 p.m. (use thin colon; if not available, do not use thin space on right of colon)

9.13. After introductory lines in lists, tables, and leaderwork, if subentries follow.

Seward Peninsula:

Council district:

Northern Light Mining Co.

Wild Goose Trading Co.

Fairhaven district: Alaska Dredging Association (single subitem runs in).

Seward Peninsula: Council district (single subitem runs in):

Northern Light Mining Co.

Wild Goose Trading Co.

9.14. In Biblical and other citations (full space after colon).

Luke 4: 3.

I Corinthians xiii: 13.

Journal of Education 3: 342-358.

9.15. In bibliographic references, between place of publication and name of publisher.

Congressional Directory. Washington: U.S. Government Printing Office.

9.15.1. To separate book titles and subtitles.

Financial Aid for College Students: Graduate

Germany Revisited: Education in the Federal Republic

9.16. In imprints before the year (en space each side of colon).

U.S. Government Printing Office  
Washington : 1951

9.17. In proportions.

Concrete mixed 5:3:1 (use 9-unit center colons)  
*but* 5-2-1 (when so in copy)

9.18. In double colon as ratio sign.

1:2::3:6 (use 9-unit center colon for single colons; thin colons to make double colon, with thin space each side of double colon)

## Comma

*The comma is used—*

9.19. To separate two words or figures that might otherwise be misunderstood.

Instead of hundreds, thousands came.

Instead of 20, 50 came.

February 10, 1929.

In 1930, 400 men were dismissed.

To John, Smith was very kind.

What the difficulty is, is not known; *but* he suggested that that committee be appointed.

9.20. Before a direct quotation of only a few words following an introductory phrase. (See also rule 9.10, p. 134.)

He said, "Now or never."

9.21. To indicate the omission of a word or words.

Then we had much; now, nothing

9.22. After each of a series of coordinate qualifying words.

short, swift streams; *but* short tributary streams

9.23. Between introductory modifying phrase and subject modified.

Beset by the enemy, they retreated.

9.24. Before and after *Jr.*, *Sr.*, *Esq.*, *Ph. D.*, *F.R.S.*, etc., within a sentence.

Henry Smith, Jr., chairman  
Peter Johns, F.R.S., London  
Washington, D.C., schools  
Motorola, Inc., factory

Brown, A. H., Jr. (*not* Brown, Jr.,  
A. H.)  
*but* John Smith 2d (*or* II)  
Mr. Smith, Junior, also spoke (where  
only last name is used)

9.25. To set off parenthetical words, phrases, or clauses.

Mr. Jefferson, who was then Secretary of State, favored the location of the National Capital at Washington.

It must be remembered, however, that the Government had no guaranty.

It is obvious, therefore, that this office cannot function.

The atom bomb, which was developed at the Manhattan project, was first used in World War II.

Their high morale might, he suggested, have caused them to put success of the team above the reputation of the college.

The restriction is laid down in title IX, chapter 8, section 15, of the code.

*but:*

The man who fell [restrictive clause] broke his back.

The dam which gave way [restrictive clause] was poorly constructed.

He therefore gave up the search.

**9.26. To set off words or phrases in apposition or in contrast.**

Mr. Green, the lawyer, spoke for the defense.  
 Mr. Jones, attorney for the plaintiff, signed the petition.  
 Mr. Smith, not Mr. Black, was elected.  
 James Roosevelt, Democrat, of California.

**9.27. After each member within a series of three or more words, phrases, letters, or figures used with *and*, *or*, or *nor*.**

red, white, and blue  
 horses, mules, and cattle  
 by the bolt, by the yard, or in remnants  
 a, b, and c  
 6, 7, and 10  
 neither snow, rain, nor heat  
 2 days, 3 hours, and 4 minutes (series); *but* 2 days 3 hours 4 minutes (age)

**9.28. Before the conjunction in a compound sentence with an independent clause.**

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores.  
 The boy went home alone, and his sister remained with the crowd.

**9.29. After a noun or phrase in direct address.**

Senator, will the measure be defeated?  
 Mr. Chairman, I will reply to the gentleman later.

**9.30. After an interrogative clause, followed by a direct question.**

You are sure, are you not?      You will go, will you not?

**9.31. Between title of person and name of organization in the absence of the words *of* or *of the*. (See also rule 9.44, p. 137.)**

Chief, Division of Finance  
 chairman, Committee on Appropriations  
 colonel, 7th Cavalry  
 president, Yale University

**9.32. Inside closing quotation mark. (This is not intended to change existing practice in bills and other legislative work.) (See also rules 9.122, p. 145; 9.123, p. 146.)**

He said "four," not "five."  
 "Freedom is an inherent right," he insisted.  
 Items marked "A," "B," and "C," inclusive, were listed.

**9.33. To separate thousands, millions, etc., in numbers of four or more digits. (See also rule 9.38.)**

4,230      50,491      1,000,000

**9.34. After year in complete dates within sentence.**

The reported dates of September 11, 1943, to June 12, 1944, were proved erroneous; *but* production for June 1950 was normal.

**9.35. Before ZIP (zone improvement plan) postal-delivery number.**

Government Printing Office, Washington, D.C., 20401  
 Washington, D.C., 20401, is the \* \* \*

*The comma is omitted—*

**9.36. Between month and year in dates.**

June 1938; 22d of May 1938; February and March 1938; *but* January, February, and March, 1938; January 24 A.D. 1938; 15th of June A.D. 1938; 150 B.C.; 5 January 1944 (military usage)



**9.37. Between the name and number of an organization.**

Columbia Typographical Union No. 101  
General U. S. Grant Post No. 25

**9.38. In built-up fractions, in decimals, and in serial numbers, except patent numbers.**

$\frac{1}{2500}$   
1.0947  
page 2632  
Metropolitan 5-9020 (telephone number)  
1721-1727 St. Clair Avenue  
motor No. 189463  
1450 kilocycles; 1100 meters (no comma unless more than four figures;  
radio only)

**9.39. Between superior figures or letters in footnote references.**

Numerous instances may be cited.<sup>1 2</sup>  
Data are based on October production.<sup>a b</sup>

**9.40. Between two nouns one of which identifies the other.**

The Children's Bureau's booklet "Infant Care" is a bestseller.

**9.41. Before ampersand (&). (For exception, see rule 16.31, p. 215.)**

Brown, Wilson & Co.  
Mine, Mill & Smelter Workers

**9.42. Before a dash.****9.43. In bibliographies, between name of publication and volume or similar number.**

American Library Association Bulletin 34: 238, April 1940.

**9.44. Wherever possible without danger of ambiguity.**

\$2 gold  
\$2.50 U.S. currency  
\$3.50 Mexican  
Executive Order No. 21  
General Order No. 12; *but* General Orders, No. 12  
Public Law 85-1  
My age is 30 years 6 months 12 days  
John Lewis 2d (*or* II)  
Johnson of Colorado; Johnson of Texas; *but* Lyndon Johnson, of Texas  
(duplicate names of Senators or Representatives in U.S. Congress)  
Carroll of Carrollton; Henry of Navarre (places closely identified with the  
persons); *but* John Anstruther, of New York; President Hadley, of Yale  
University  
James Bros. et al.; *but* James Bros., Nelson Co., et al. (last element of series)

**Dash**

*The em dash is used—*

**9.45. To mark a sudden break or abrupt change in thought. (See also rule 9.78, p. 141.)**

He said—and no one contradicted him—"The battle is lost."  
If the bill should pass—which God forbid!—the service will be wrecked.  
The auditor—shall we call him a knave or a fool?—approved an inaccurate  
statement.

**9.46.** To indicate an interruption or an unfinished word or sentence. A 2-em dash will be used when the interruption is by a person other than the speaker and a 1-em dash will show self-interruption.

"Such an idea can scarcely be——"  
 "The word 'donation'——"  
 "The word 'dona——,' "  
 He said: "Give me lib——"  
 The bill reads "repeal," not "am——"  
 Q. Did you see——A. No, sir.

Mr. BROWN (reading):  
 The report goes on to say that—  
 Observe this closely—  
 during the fiscal year \* \* \*.

**9.47.** Instead of commas or parentheses, if the meaning may thus be clarified.

These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.

**9.48.** Before a final clause that summarizes a series of ideas. (See also rule 9.9, p. 134.)

Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

**9.49.** After an introductory phrase reading into the following lines and indicating repetition of such phrase.

I recommend—  
 That we accept the rules;  
 That we also publish them; and  
 That we submit them for review.

**9.50.** With a preceding question mark, in lieu of a colon.

How can you explain this?—"Fee paid, \$5."

**9.51.** Sometimes, in lieu of opening quotation mark, in French, Spanish, and Italian dialog.

**9.52.** To precede a credit line or a run-in credit or signature.

Still achieving, still pursuing,  
 Learn to labor and to wait.  
 —Longfellow.

Every man's work shall be made manifest.—I Corinthians 3: 13.  
 This statement is open to question.—GERALD H. FORSYTHE.

**9.53.** After a run-in sidehead. (For examples, see rule 9.91, p. 142.)

**9.54.** To separate run-in questions and answers in testimony. (See also rule 18.27, p. 226.)

Q. Did he go?—A. No.

*The em dash is not used—*

**9.55.** At the beginning of any line of type, except as indicated in paragraphs 9.51 and 9.52.

**9.56.** Immediately after a comma, colon, or semicolon.

*The en dash is used—*

**9.57.** In a combination of figures, letters, or figures and letters. (An en dash, not a hyphen, is used, even when such terms are adjective modifiers.) (See also rule 6.41.2, p. 75.)

exhibit 6-A  
 5-20 bonds  
 DC-14; *but* Convair 340  
 Public Law 85-1, *but* Public Laws 85-1—  
 85-20 (note em dash between two  
 elements with en dashes)

4-H Club  
 LK-66-A(2)-74  
 \$15-\$20  
 CBS-TV network  
 AFL-CIO merger  
*but* ACF-Brill Motors Co.

**9.58.** In the absence of the word *to* when denoting a period of time. (See also rule 11.9c, p. 166.)

1935-37

January-June

Monday-Friday

*The en dash is not used—*

**9.59.** For *to* when the word *from* precedes the first of two related figures or expressions. (See also rule 11.9c, p. 166.)

From January 1 to June 30, 1951; *not* from January 1-June 30, 1951.

**9.60.** For *and* when the word *between* precedes the first of two related figures or expressions.

Between 1923 and 1929; *not* between 1923-29

## Ellipsis

**9.61.** Three asterisks, separated by en quads, are used to denote an ellipsis within a sentence, at the beginning or end of a sentence, or in two or more consecutive sentences (see also rule 9.67). If periods are used instead of asterisks, they are also separated by en quads. To achieve faithful reproduction of excerpt material, editors should indicate placement of terminal period in relation to an ellipsis at the end of a sentence.

He called \* \* \* and left. # \* \* # When he returned the \* \* \*.

\* \* \* called \* \* \* and left. # \* \* # he returned the \* \* \*.

He called \* \* \* and \* \* \*. □ When he returned the \* \* \*.

He called \* \* \* and \* \* \* he returned the \* \* \*. (Two or more consecutive sentences, including intervening punctuation)

**9.61.1.** Three periods may be used to indicate ellipsis; four periods, when sentence is brought to a close.

He called . . . and left. # . . # When he returned the . . . .

. . . called . . . and left. # . . he returned the . . . .

He called . . . and . . . . □ When he returned the . . . .

He called . . . and . . . he returned the . . . . (Two or more consecutive sentences, including intervening punctuation)

**9.62.** Neither asterisks nor periods are overrun alone at the end of a paragraph.

**9.63.** When both asterisks and periods for ellipsis occur in the copy and periods are not specifically requested, use asterisks throughout.

**9.64.** A line of asterisks (or periods) indicates an omission of one or more entire paragraphs. In 26½-pica or wider measure, a line of "stars" means 7 asterisks indented 2 ems at each end of the line, with the remaining space divided evenly between the asterisks. In measures less than 26½ picas, 5 stars are used.

\* \* \* \* \*

**9.65.** Indented matter in 26½-pica or wider measure also requires a 7-star line to indicate the omission of one or more entire paragraphs.

**9.66.** An extra indention is added in indented matter.

**9.67.** If an omission occurs in the last part of a paragraph immediately before a line of stars, three stars are used, in addition to the line of stars, to indicate such an omission.

**9.68.** If two or more sizes of type are used on a page, 10-point asterisks are indented 2 ems, 8-point and 6-point being alined with the 10-point asterisks.

**9.69.** Equalize spacing above and below a line of stars.



## Exclamation point

**9.70.** The exclamation point is used to mark surprise, incredulity, admiration, appeal, or other strong emotion, which may be expressed even in a declarative or interrogative sentence.

He acknowledged the error!

What!

How beautiful!

Who shouted, "All aboard!" (Note omission of question mark.)

"Great!" he shouted. (Note omission of comma.)

**9.71.** In direct address, either to a person or a personified object, *O* is used without an exclamation point, or other punctuation; but if strong feeling is expressed, an exclamation point is placed at the end of the statement.

O my friend, let us consider this subject impartially.

O Lord, save Thy people!

**9.72.** In exclamations without direct address or appeal, *oh* is used instead of *O*, and the exclamation point is omitted.

Oh, but the gentleman is mistaken.

Oh dear; the time is so short.

## Hyphen

*The hyphen (a punctuation mark, not an element in the spelling of words) is used—*

**9.73.** To connect the elements of certain compound words. (See "Compound Words," pp. 69–76.)

**9.74.** To indicate continuation of a word divided at end of a line. (See Word Division, supplement to STYLE MANUAL; for brief description of supplement, see p. 2. For foreign languages, see separate foreign languages.)

**9.75.** Between the letters of a spelled word.

c-e-n-t-s

h-o-l-d-u-p

**9.76.** To separate elements of chemical formulas. (See rule 6.41.2, p. 75.)

## Parentheses

*Parentheses are used—*

**9.77.** To set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included. (For use of brackets, see rule 9.4, p. 133.)

This case (124 U.S. 329) is not relevant.

The result (see fig. 2) is most surprising.

The United States is the principal purchaser (by value) of these exports (23 percent in 1955 and 19 percent in 1956).

(Discussion off the record.)

The WITNESS (interrupting). It is known \* \* \*.

Mr. JONES (continuing). Now let us take the next item.

Mr. SMITH (presiding).

Mr. JONES (interposing).

(The matter referred to is as follows:)

The CHAIRMAN (to Mr. Smith).

The CHAIRMAN (reading):

Mr. KELLEY (to the chairman).

(Objected to.)

(Mr. Smith nods.)

(Mr. Smith aside.)

Mr. JONES (for Mr. SMITH).

A VOICE FROM AUDIENCE. (Use of caps and small caps in hearings.)

SEVERAL VOICES. (Use of caps and small caps in hearings.)

**9.78.** To enclose a parenthetical clause where the interruption is too great to be indicated by commas. (See also rule 9.45, p. 137.)

You can find it neither in French dictionaries (at any rate, not in Littré) nor in English.

**9.79.** To enclose an explanatory word not part of the statement.

the Erie (Pa.) News; *but* the News of Erie, Pa.

Portland (Oreg.) Chamber of Commerce; *but* Washington, D.C., schools.

**9.80.** To enclose letters or numbers designating items in a series, either at beginning of paragraphs or within a paragraph.

The order of delivery will be: (a) Food, (b) clothing, and (c) tents and other housing equipment.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

Paragraph 7(B)(1)(a) will be found on page 6. (Note parentheses closed up (see rule 2.7, p. 7))

**9.81.** To enclose a figure inserted to confirm a statement given in words if double form is specifically requested. (See also rule 11.18, p. 169.)

This contract shall be completed in sixty (60) days.

**9.82.** A reference in parentheses at the end of a sentence is placed before the period, unless it is a complete sentence in itself.

The specimen exhibits both phases (pl. 14, A, B).

The individual cavities show great variation. (See pl. 4.)

**9.83.** If a sentence contains more than one parenthetical reference, the one at the end is placed before the period.

This sandstone (see pl. 6) occurs in every county of the State (see pl. 1).

**9.84.** When a figure is followed by a letter in parentheses, no space is used between the figure and the opening parenthesis; but if the letter is not in parentheses and the figure is repeated with each letter, the letter is closed up with the figure.

15(a). Classes, grades, and sizes.

15a. Classes, grades, and sizes.

**9.85.** If both a figure and a letter in parentheses are used before each paragraph, a period and an en space are used after the closing parenthesis; if the figure is not repeated before each letter in parentheses but is used only before the first, the period is placed after the figure.

15(a). When the figure is used before the letter in each paragraph—

15(b). The period is placed after the closing parenthesis.

15. (a) When the figure is used before letter in first paragraph but not repeated with subsequent letters—

(b) The period is used after the figure only.

**9.85.1.** Note position of period relative to closing parenthesis:

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc.).

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc. (sometimes ice cream)).

The vending stand sells a variety of items. (These include sandwiches, beverages, cakes, etc. (6).)

**9.85.2.** To enclose bylines in congressional work.

(By Sylvia Porter)

**9.86.** When matter in parentheses makes more than one paragraph, start each paragraph with a parenthesis and place the closing parenthesis at end of last paragraph.

## Period

*The period is used—*

**9.87.** After a declarative sentence that is not exclamatory or after an imperative sentence.

Stars are suns.  
He was employed by Sampson & Co.  
Do not be late.  
On with the dance.

**9.88.** After an indirect question or after a question intended as a suggestion and not requiring an answer.

Tell me how he did it.  
May we hear from you.  
May we ask prompt payment.

**9.89.** In place of parentheses after a letter or number denoting a series.

- |                         |                        |
|-------------------------|------------------------|
| a. Bread well baked.    | 1. Punctuate freely.   |
| b. Meat cooked rare.    | 2. Compound sparingly. |
| c. Cubed apples stewed. | 3. Index thoroughly.   |

**9.90.** Sometimes to indicate ellipsis. (See rule 9.61.1, p. 139.)

**9.91.** After a run-in sidehead.

*Conditional subjunctive.*—The conditional subjunctive is required for all unreal and doubtful conditions.

**2. Peacetime preparation.**—*a.* The Chairman of the National Security Resources Board, etc.

**2. Peacetime preparation.**—*Industrial mobilization plans.*—The Chairman of the National Security Resources Board, etc.

**2. Peacetime preparation.**—*Industrial mobilization.*—The Chairman of the National Security Resources Board, etc.

**62. Determination of types.**—*a. Statement of characteristics.*—Before types of equipment, etc.

**Steps in planning for procurement.**—(1) *Determination of needs.*—To plan for the procurement of such arms, etc.

**62. Determination of types.**—(a) *Statement of characteristics.*—Before types of, etc.

**DETERMINATION OF TYPES.**—Statement of characteristics.—Before types of, etc.

**NOTE.**—The source material was furnished.

*but* Source: Department of Commerce, Bureau of the Census.

**9.91.1.** Paragraphs and subparagraphs may be arranged according to the scheme below. The sequence is not fixed, and variations, in addition to the use of center and side heads or indented paragraphs, may be adopted, depending on the number of parts.

- I. (Roman numeral)
- A.
- 1.
- a.
- (1)
- (a)
- (i) (lowercase Roman numeral)
- (aa)

**9.92.** To separate integers from decimals in a single expression.

3.75 percent

\$3.50

1.25 meters



9.93. In continental European languages, to indicate thousands.

1.317                      72.190.175

9.94. After abbreviations, unless otherwise specified. (See "Abbreviations," p. 149.)

gal.  
qt.

NE.  
N.Y.

m. (meter)  
kc. (kilocycle)

9.95. After legends and explanatory matter beneath illustrations. However, legends without descriptive language do not require periods.

FIGURE 1.—Schematic drawing.

FIGURE 1.—Continued.

but FIGURE 1 (no period)

9.96. Rarely, to indicate multiplication. (The multiplication sign is preferable for this purpose.)

$a.b$  ( $a \times b$ )

9.97. After *Article 1, Section 1*, etc., at beginning of paragraphs. A period and en space are used after such terms.

*The period is omitted—*

9.98. After—

Lines in title pages.

Center, side, and running heads.

Continued lines.

Boxheads of tables.

Scientific, chemical, or other symbols.

This rule does not apply to abbreviation periods.

9.99. After a quotation mark that is preceded by a period. (See also rule 9.123, p. 146.)

He said, "Now or never."

9.100. After letters used as names without specific designation.

A said to B that all is well.

Mr. A told Mr. B that the case was closed.

but Mr. A. (for Mr. Andrews). I do not want to go.

Mr. K. (for Mr. King). The meeting is adjourned.

9.101. After a middle initial which is merely a letter and not an abbreviation of a name.

Daniel D Tompkins

Ross T McIntire

9.102. After a short name which is not an abbreviation of the longer form. (See also rule 10.20, p. 151.)

Alex

Ed

Sam

9.103. After Roman numerals used as ordinals.

George V

9.104. After words and incomplete statements listed in columns. Full-measure matter is not to be regarded as a column.

9.105. After explanatory matter set in 6-point under leaders or rules.

----- (Name) ----- (Address) ----- (Position) -----

9.106. Immediately before leaders, even if an abbreviation precedes the leaders.

## Question mark

*The question mark is used—*

**9.107.** To indicate a direct query, even if not in the form of a question.

Did he do it?

He did what?

Can the money be raised? is the question.

Who asked, "Why?" (Note single question mark)

**9.108.** To express more than one query in the same sentence.

Can he do it? or you? or anyone?

**9.109.** To express doubt.

He said the boy was 8(?) feet tall. (No space before question mark)

The statue(?) was on the statute books.

## Quotation marks

*Quotation marks are used—*

**9.110.** To enclose direct quotations. (Each part of an interrupted quotation begins and ends with quotation marks.)

The answer is "No."

He said, "John said 'No.' "

"John," said Henry, "why do you go?"

**9.111.** To enclose any matter following the terms *entitled*, *the word*, *the term*, *marked*, *endorsed*, or *signed*; but are not used to enclose expressions following the terms *known as*, *called*, *so-called*, etc., unless such expressions are misnomers or slang.

Congress passed the act entitled "An act \* \* \*."

After the word "treaty", insert a comma.

Of what does the item "Miscellaneous debts" consist?

The column "Imports from foreign countries" was not \* \* \*.

The document will be marked "Exhibit No. 21"; *but* The document may be made exhibit No. 2.

The check was endorsed "John Adamson."

It was signed "John."

Beryllium is known as glucinium in some European countries.

It was called profit and loss.

The so-called investigating body.

**9.112.** To enclose titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including TV and radio programs), papers, short poems, reports (not annual reports), songs, subheadings, subjects, and themes. All principal words are to be capitalized. (See also rule 3.51, p. 29.)

An address on "Uranium 235 in the Atomic Age"

The article, "Germany Revisited," appeared in the last issue

"The Conquest of Mexico," a published work (book)

Under the caption "Long-Term Treasurys Rise"

The subject was discussed in "Courtwork" (chapter heading)

It will be found in "Part XI: Early Thought"

The editorial "Haphazard Budgeting"

"Compensation," by Emerson (essay)

"United States To Appoint Representative to U.N." (heading or headline)

In "Search for Paradise" (motion picture); "South Pacific" (play)

A paper on "Constant-Pressure Combustion" was read

"O Captain! My Captain!" (short poem)

The report "Atomic Energy: What It Means to the Nation"; *but* annual report of the Public Printer

This was followed by the singing of "The Star-Spangled Banner"

Under the subhead, "Sixty Days of Turmoil," will be found \* \* \*

The subject (or theme) of the conference is "Peaceful Uses of Atomic Energy"

*also* Account 5, "Management fees."

Under the heading "Management and operation."

Under the appropriation "Building of ships, Navy."

**9.113.** If poetry is quoted, each stanza should start with quotation marks, but only the last stanza should end with them. The lines of the poem should range on the left, those that rhyme taking the same indentation, and the quotation marks should be cleared. Poems are centered on the longest line.

"Rest is not quitting  
The busy career;  
Rest is the fitting  
Of self to one's sphere.

"'Tis the brook's motion,  
Clear without strife,  
Fleeing to ocean  
After its life."

—John Sullivan Dwight.

**9.114.** At the beginning of each paragraph of a quotation, but at the end of the last paragraph only.

**9.114.1.** To enclose a letter or other communication, which bears both date and signature, within a letter. (See rule 9.118.)

**9.115.** To give greater emphasis to a word or a phrase. (For better typographical appearance and legibility, such use of quotation marks should be kept to a minimum.)

**9.116.** To enclose misnomers, slang expressions, sobriquets, or ordinary words used in an arbitrary way. (See also rule 6.25, p. 72.)

He voted for the "lameduck" amendment.

His report was "bunk."

It was a "gentlemen's agreement."

The "invisible government" is responsible.

George Herman "Babe" Ruth.

**9.117.** Quotation marks will not be borne off from adjacent characters except when they precede a fraction or an apostrophe or precede or follow a superior figure or letter, in which cases a thin space will be used. A thin space will also be used to separate double and single quotation marks.

*Quotation marks are not used—*

**9.118.** To enclose complete letters having date and signature.

**9.119.** To enclose extracts that are indented or set in smaller type, or solid extracts in leaded matter; but indented matter in text that is already quoted carries quotation marks.

**9.120.** In indirect quotations.

Tell her yes.

He could not say no.

**9.121.** Before a display initial which begins a quoted paragraph.

**9.122.** The comma and the final period will be placed inside the quotation marks. Other punctuation marks should be placed inside



the quotation marks only if they are a part of the matter quoted. (See rule 9.32, p. 136.)

Ruth said, "I think so."

"The President," he said, "will veto the bill."

The trainman shouted, "All aboard!"

Who asked, "Why?"

The President suggests that "an early occasion be sought \* \* \*."

Why call it a "gentlemen's agreement?"

**9.123.** In congressional and certain other classes of work showing amendments, and in courtwork with quoted language, punctuation marks are printed after the quotation marks when not a part of the quoted matter.

Insert the words "growth", "production", and "manufacture".

To be inserted immediately after the words "cadets, U.S. Coast Guard;"

Change "February 1, 1951", to "June 30, 1951".

"Insert in lieu thereof 'July 1, 1953,'."

**9.124.** When occurring together, quotation marks should precede the footnote reference number.

The commissioner claimed that the award was "unjustified."<sup>1</sup>

His exact words were: "The facts in the case prove otherwise."<sup>2</sup>

**9.125.** Quotation marks should be limited, if possible, to three sets (double, single, double).

"The question is, in effect, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States?'"

## Semicolon

*The semicolon is used—*

**9.126.** To separate clauses containing commas. (See also rule 9.129.)

Donald A. Peters, president of the First National Bank, was also a director of New York Central; Harvey D. Jones was a director of Oregon Steel Co. and New York Central; Thomas W. Harrison, chairman of the board of McBride & Co., was also on the board of Oregon Steel Co.

Reptiles, amphibians, and predatory mammals swallow their prey whole or in large pieces, bones included; waterfowl habitually take shellfish entire; and gallinaceous birds are provided with gizzards that grind up the hardest seeds.

Yes, sir; he did see it.

No, sir; I do not recall.

**9.127.** To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.

No; we received one-third.

It is true in peace; it is true in war.

War is destructive; peace, constructive.

**9.128.** To set off explanatory abbreviations or words which summarize or explain preceding matter.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

There were involved three metal producers; namely, Jones & Laughlin, Armco, and Kennebecott.

**9.129.** The semicolon is to be avoided where a comma will suffice.

Regional offices are located in New York, N.Y., Chicago, Ill., and Dallas, Tex.

**Single punctuation**

**9.130.** Single punctuation is used wherever possible without ambiguity.

124 U.S. 321 (no comma)

SIR: (no dash)

Joseph replied, "It is a worthwhile effort." (no outside period)

**Type**

**9.131.** Parentheses, brackets, and superior reference figures are always set in roman, not in italic. All other punctuation marks match the type of the words which they adjoin. A lightface dash is used after a run-in boldface sidehead followed by lightface matter. In boldface matter, punctuation, parentheses, brackets, dashes, shilling marks, and fractions are all set in boldface, if available. (See rule 12.15, p. 174.)

## NOTES



## 10. ABBREVIATIONS

(See also Foreign Languages; Numerals; Symbols)

**10.1.** Abbreviations are used to save space and to avoid distracting the mind of the reader by a needless spelling out of repetitious words or phrases.

**10.2.** The nature of the publication governs the extent to which abbreviations are used. In text of technical and legal publications, and in parentheses, brackets, footnotes, sidenotes, tables, leaderwork, and bibliographies, many words are frequently abbreviated. Cut-in sideheads, legends, tables of contents, and indexes follow the style of the text.

**10.3.** Some scientific, technical, and industrial groups have adopted definite forms of abbreviations in their specialized fields. These forms, which omit internal and terminal punctuation, are acceptable for use in publications falling within the respective classes. In such cases, abbreviations are to be marked "Follow." This does not apply to such common abbreviations as in., No., ft. b.m., ft.-c., ft.-lb., etc., even when used in a technical connotation.

**10.4.** Standard and easily understood forms are preferable, and they should be uniform throughout a job. Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables and leaderwork such explanatory matter should be supplied in a footnote. As the printer cannot rewrite the copy, the author should supply these explanatory forms.

**10.5.** Abbreviations of measure should be used only with figures; similarly, many other abbreviations should not appear in isolation; for example, energy is measured in foot-pounds, *not* energy is measured in ft.-lb.

### Capitals, hyphens, periods, and spacing

**10.6.** In general, an abbreviation follows the capitalization and hyphening of the word or words abbreviated. It is followed by a period unless otherwise indicated.

c.o.d.

ft.-lb.

St.

**10.7.** Abbreviations with points are set without spaces. However, initials as part of a personal name, or abbreviations composed of contractions and initials or numbers, will retain space.

U.S.

U.S.S.R.

U.N.

U.S.C. (*but* Rev. Stat.)

N.Y. (*but* N. Mex.)

r.p.m. (*but* ft. b.m.)

B.S., LL.D. (*but* Ph. D., B. Sc.)

H.R. 116 (*but* S. 116, S. Con.  
Res. 116)

C.A.D.C. (*but* App. D.C.)

A. B. Secrest, D.D.S.

A.F. of L.-CIO (*or* AFL-CIO  
preferred)

A.T. & T.

Texas A. & M.

R. & D.

A.D., B.C.

e.s.t.

i.e., e.g. (*but* op. cit.)

N.Y., N.H. & H. RR.; B. & O.

**10.7.1.** Except as otherwise designated, points and spaces are omitted after initials used as shortened names of governmental agencies and of other organized bodies. (See rule 10.44, p. 155.)

MIT  
NLRB  
TVA

AFL-CIO  
ARC  
ASTM

but A.F. of L.-CIO  
A.T. & T.  
U.N.

### Geographic terms

**10.8.** *U.S.* (for United States) will be used when preceding the word *Government* or the name of a Government organization, except in formal writing (treaties, Executive orders, proclamations, etc.); congressional bills; legal citations and courtwork; covers and title pages (unless abbreviation is requested); and in association with name or names of other countries.

U.S. Government

U.S. Congress

U.S. Senate

U.S. Treasury

U.S. Department of Agriculture

U.S. Department of Health, Education, and Welfare

U.S. district court

U.S. Supreme Court (*but* Supreme Court of the United States)

U.S. Army (*but* Army of the United States)

U.S. monitor *Nantucket*

U.S.S. *Brooklyn* (note abbreviation for ship)

U.S. Government efforts to control inflation must be successful if the United States is to have a stable economy.

*but* British, French, and United States Governments; United States-British talks

**10.8.1.** With the exceptions in the above rule, the abbreviation *U.S.* is used in the adjective position, but is spelled out when used as a noun.<sup>1</sup>

U.S. foreign policy

U.S. farm-support program

U.S. dollars

U.S. economy

U.S. attorney

U.S. attitude

*but* Foreign policy of the United States

Farm-support program of the United States

The United States is dedicated to peace

United States Code (official title)

United States Steel Corp. (legal title)

**10.9.** The names of foreign countries, except U.S.S.R. (to avoid too long a name), are not abbreviated.

**10.10.** In other than formal usage, States of the United States (except Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Utah) and Canal Zone, Puerto Rico, and Virgin Islands are abbreviated immediately following any capitalized geographic term (see p. 43), including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military camp, national cemetery (also forest, historic site, monument, park), naval shipyard, proving ground, reservation (forest, Indian, or military), and reserve or station (military or naval).

Richmond, Va.

Anne Arundel County, Md.

Mount Rainier National Forest, Wash.

Stone Mountain, Ga.

National Naval Medical Center,  
Bethesda, Md.

Arlington National Cemetery, Va.

Aberdeen Proving Ground, Md.

Friendship Airport, Md.

Redstone Arsenal, Ala.

*but* Leavenworth freight yards, Kansas  
Altoona sidetrack, Wisconsin

<sup>1</sup> The adjectival use of *U.S.* received careful and serious consideration. The adoption of this form recognizes current usage and word-treatment trends. It extends the fluidity of the language without burdening the text or lowering the dignity of the U.S. Government in its printing. Also, Government editors overwhelmingly endorsed this usage. The exceptions laid down in rule 10.8 are deemed sufficiently broad to avoid objection.

**10.11. Approved forms of abbreviations:**

Ala.	Ga.	Miss.	N.Y.	Va.
Ariz.	Ill.	Mo.	Okla.	V.I.
Ark.	Ind.	Mont.	Oreg.	Vt.
Calif.	Kans.	N.C.	Pa.	Wash.
Colo.	Ky.	N. Dak.	P.R.	Wis.
Conn.	La.	Nebr.	R.I.	W. Va.
C.Z.	Mass.	Nev.	S.C.	Wyo.
D.C.	Md.	N.H.	S. Dak.	
Del.	Mich.	N.J.	Tenn.	
Fla.	Minn.	N. Mex.	Tex.	

**10.12.** The names of other insular possessions, trust territories, and *Long Island*, *Staten Island*, etc., are not abbreviated.

**10.12.1.** The names of Canadian Provinces and other foreign political subdivisions are not abbreviated.

**Addresses**

(For use of numerals in addresses, see rule 11.12, p. 168.)

**10.13.** The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated in footnotes, sidenotes, tables, and leaderwork.

**10.14.** In addresses, the abbreviations *NW.*, *SW.*, *NE.*, *SE.*, indicating sectional divisions of cities, are used, but *North*, *South*, *East*, and *West* are spelled out at all times.

**10.15.** The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, and leaderwork.

14th Street Bridge

Ninth Avenue Building

**10.16.** The words *county*, *fort*, *mount*, *point*, and *port* are not abbreviated.

**Descriptions of tracts of land**

**10.17.** In the description of tracts of public land the following abbreviations are used (periods are omitted after abbreviated compass directions that immediately precede and close up on figures):

SE $\frac{1}{4}$ NW $\frac{1}{4}$  sec. 4, T. 12 S., R. 15 E., of the Boise meridian

lot 6, NE $\frac{1}{4}$  sec. 4, T. 6 N., R. 1 W.

N $\frac{1}{2}$  sec. 20, T. 7 N., R. 2 W., sixth principal meridian

Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.

T. 2 S., Rs. 8, 9, and 10 E., sec. 26

T. 3 S., R. 1 E., sec. 34, W $\frac{1}{2}$ E $\frac{1}{2}$ , W $\frac{1}{2}$ , and W $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$

sec. 32 (with or without a township number)

**10.18.** If fractions are spelled out in land descriptions, *half* and *quarter* are used (not *one-half* nor *one-quarter*).

south half of T. 47 N., R. 64 E.

**10.19.** In case of an unavoidable break in a land-description symbol group at end of a line, use no hyphen and break after fraction.

**Names and titles**

**10.20.** The following forms are not always abbreviations, and copy should be followed as to periods:

Al  
Alex

Ben  
Ed

Fred  
Sam

Will

**10.21.** In signatures the form used by the signer must be retained.

George Wythe

Geo. Taylor



10.22. In company and other formal names, if it is not necessary to preserve the full legal title, the forms *Bro.*, *Bros.*, *Co.*, *Corp.*, *Inc.*, *Ltd.*, and *&* are used. *Association* and *Manufacturing* are not abbreviated.

Smith & Bro.  
Jones Bros. & Co.  
American Telephone & Telegraph Co.  
Hough Shade Corp.  
Vic Sport Shop, Inc.  
Maryland Steamship Co., Ltd.  
Chesapeake & Delaware Canal  
Fairmount Building & Loan Association  
Electronics Manufacturing Co.  
Texas College of Arts & Industries  
National Barrel & Drum Association  
Robert Wilson & Associates, Inc.

U.S. News & World Report  
Baltimore & Ohio Railroad  
Mine, Mill & Smelter Workers  
Radio Corp. of America  
Aluminum Co. of America  
Standard Oil Co. of New Jersey  
*but* Little Theater Company  
Department of Health, Education, and Welfare  
Senate Banking and Currency Committee  
Federal Savings and Loan Insurance Corporation (Federal unit)

10.23. *Company* and *Corporation* are not abbreviated in names of Federal Government units.

Panama Railroad Company

Commodity Credit Corporation

10.24. In parentheses, footnotes, sidenotes, tables, and leaderwork, abbreviate the words *railroad* and *railway* (*RR.* and *Ry.*), except in such names as "Washington Railway & Electric Co." and "Florida Railroad & Navigation Corp." *SS* for *steamship*, *MS* for *motorship*, etc., preceding name are used at all times. (See rule 12.5, p. 173.)

10.25. In the names of informal companionships the word *and* is spelled out.

Gilbert and Sullivan

Currier and Ives

10.26. In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by Christian name or initial; but *Mr.*, *Mrs.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without Christian name or initial.

Adj.  
Adj. Gen.  
Adm. (admiral)  
A1c. (airman, first class)  
Asst. Surg.  
Brig. Gen.  
Bvt. (brevet)  
Capt.  
Col.  
Comdr.  
Cpl.  
CWO (chief warrant officer)  
Ens.  
1st Lt.  
1st Sgt.  
Gen.  
Gov.  
Hosp. Sgt.  
Hosp. Steward  
Insp. Gen.

Judge Adv. Gen.  
Lt.  
Lt. Col.  
Lt. Comdr.  
Lt. Gen.  
Lt. Gov.  
Lt. (jg.)  
Maj.  
Maj. Gen.  
M. Sgt.  
Orderly Sgt.  
Ord. Sgt. (ordnance sergeant)  
Passed Asst. Surg.  
Pfc. (private, first class)  
PO (petty officer)  
Prof.  
Pvt.  
Q.M. Gen.  
Q.M. Sgt.

Rear Adm.  
S1c. (seaman, first class)  
2d Lt.  
Sfc. (sergeant, first class)  
Sgt.  
Sp3c. (specialist, third class)  
S. Sgt.  
Supt.  
Surg.  
Surg. Gen.  
T2g. (technician, second grade)  
T. Sgt.  
Vice Adm.  
WO (warrant officer)  
WO (jg.)

10.27. The titles *Senator*, *Representative*, *commodore*, and *commandant* are not abbreviated.

**10.28.** Unless preceded by *the*, abbreviate *honorable*, *reverend*, and *monsignor* when followed by the first name, the initials, or the title.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root  
 Rev. Allen A. Stockdale; the Reverend Dr. Stockdale; Rev. Dr. Stockdale  
 (not Rev. Stockdale, nor the Reverend Stockdale)  
 Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman  
 Very Rev. Henry Boyd; the Very Reverend Henry Boyd  
 Rt. Rev. Msgr. John Bird; the Right Reverend Monsignor John Bird

**10.29.** The following and similar abbreviations are used after a name:

Esq., Jr., Sr.  
 2d, 3d (or II, III) (not preceded by comma)  
 Degrees: LL.D., M.A., Ph. D., etc.  
 Fellowships, orders, etc.: F.R.S., K.C.B., etc.

**10.30.** The abbreviation *Esq.*, not generally used in the United States, and the other complimentary titles, such as *Mr.*, *Mrs.*, and *Dr.*, should not appear in combination with any other title or with abbreviations indicating scholastic degrees.

John L. Smith, Esq., not Mr. John L. Smith, Esq., nor John L. Smith, Esq., A.M.; but James A. Jones, Jr., Esq.  
 Ford Maddox, A.B., Ph. D., not Mr. Ford Maddox, A.B., Ph. D.  
 George Gray, M.D., not Mr. George Gray, M.D., nor Dr. George Gray, M.D.

**10.31.** *Sr.* and *Jr.* should not be used without Christian name or initials, but may be used in combination with any title. (See also rule 9.24, p. 135.)

A. K. Jones, Jr., not Jones, Jr., nor Mr. Jones, Jr.  
 President J. B. Nelson, Jr.

**10.32.** When name is followed by abbreviations designating religious and fraternal orders and scholastic and honorary degrees, their sequence is as follows: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

Henry L. Brown, D.D., A.M., D. Lit.  
 T. E. Holt, C.S.C., S.T. Lr., LL.D., Ph. D.

**10.32.1.** Academic degrees standing alone may be abbreviated.

John was graduated with a B.A. degree; but bachelor of arts degree (lowercase if spelled out).  
 He earned his Ph. D. by hard work.

**10.33.** In addresses, signatures, and lists of names, including leadership but not in tables nor in centerheads, *Mr.*, *Mrs.*, and other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, *2d*, and *3d* following a name, are set in roman caps and lowercase if the name is in caps and small caps. If the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 17.3, p. 217.)

## Parts of publications

**10.34.** For parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, lists of references, synonymies, tables, and leader-

work, and followed by figures, letters, or Roman numerals, the following abbreviations are used:

app., apps. (appendix, appendixes)  
 art., arts. (article, articles)  
 bull., bulls. (bulletin, bulletins)  
 ch., chs. (chapter, chapters)  
 col., cols. (column, columns)  
 ed., eds. (edition, editions)  
 fig., figs. (figure, figures)  
 No., Nos. (number, numbers)  
 p., pp. (page, pages)  
 par., pars. (paragraph, paragraphs)  
 pl., pls. (plate, plates)

pt., pts. (part, parts)  
 sec., secs. (section, sections)  
 subch., subchs. (subchapter, subchapters)  
 subpar., subpars. (subparagraph, subparagraphs)  
 subsec., subsecs. (subsection, subsections)  
 supp., supps. (supplement, supplements)  
 vol., vols. (volume, volumes)

**10.35.** The word *article* or *section* at the beginning of a paragraph is abbreviated and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

ART. 2; SEC. 2; etc.; *but* ARTICLE 1; SECTION 1

ART. II; SEC. II; etc.; *but* ARTICLE I; SECTION I

**10.36.** At the beginning of a legend, the word *Figure* preceding the legend number is not abbreviated.

FIGURE 4.—Landscape.

### Terms relating to Congress

**10.37.** For the words *Congress* and *session* in parentheses, brackets, footnotes, sidenotes, lists of references, synonymies, tables, and leaderwork, the following abbreviations are used:

82d Cong., 1st sess.  
 1st sess., 82d Cong.

Public Law 64, 74th Cong.  
 Private Law 64, 86th Cong.

**10.38.** In references to bills, resolutions, documents, and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

H.R. 416 (House bill)  
 S. 116 (Senate bill)  
 H. Res. 5 (House resolution)  
 H. Con. Res. 10 (House concurrent resolution)  
 H.J. Res. 21 (House joint resolution)  
 S. Res. 50 (Senate resolution)  
 S. Con. Res. 17 (Senate concurrent resolution)  
 S.J. Res. 45 (Senate joint resolution)

H. Doc. 35 (House document)  
 S. Doc. 62 (Senate document)  
 H. Rept. 214 (House report)  
 S. Rept. 410 (Senate report)  
 Ex. Doc. B (Executive document)  
 Ex. F (79th Cong., 2d sess.)  
 Ex. Rept. 9 (79th Cong., 1st sess.)  
 Misc. Doc. 16 (miscellaneous document)  
 Public Res. 47

**10.39.** References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated as follows (see also rule 18.33, p. 227):

Rev. Stat. (Revised Statutes); 43 Rev. Stat. 801  
 Supp. Rev. Stat. (Supplement to the Revised Statutes)  
 Stat. L. (Statutes at Large)

*but* Public Law 85-1

### Calendar divisions

**10.40.** Names of months followed by the day, or day and year, are abbreviated in footnotes, tables, leaderwork, and sidenotes, and in bibliographies. (See examples, rule 10.41.) *May*, *June*, and *July* are always spelled out. Preferred forms follow:

Jan.	Apr.	Oct.
Feb.	Aug.	Nov.
Mar.	Sept.	Dec.



**10.41.** In text only, dates as part of a citation or reference within parentheses or brackets are also abbreviated.

(Op. Atty. Gen., Dec. 4, 1925)

(Congressional Record, Dec. 15, 1950)

[From the New York Times, Mar. 4, 1958]

[From the Mar. 4 issue]

On Jan. 25 (we had commenced on Dec. 26, 1957) the work was finished.

(In footnotes, tables, leaderwork, and sidenotes)

On January 25, a decision was reached (Op. Atty. Gen., Dec. 4, 1925).

(Text, but with citation in parentheses)

*but* On January 25 (we had commenced on December 26, 1957) the work was finished. (Not a citation or reference in text)

**10.42.** In narrow columns of tables, the names of months may be abbreviated even if standing alone.

**10.43.** The names of days of the week are preferably not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables:

Sun.	Wed.	Fri.
Mon.	Thurs.	Sat.
Tues.		

**Standard abbreviations.** (See also "Coined words and symbols," rule 10.44.1, p. 162.)

(For a comprehensive list of standard abbreviations of legal and other Latin phrases, see pp. 431-434; for similar abbreviations in other languages, see section on abbreviations in the language desired, pp. 375-476.)

**10.44.** If abbreviations are required, use these forms:

a., ampere; are	a.m. (ante meridiem), before noon
Å., angstrom	A.M.C., American Maritime Cases
AA, antiaircraft	Am. Dec., American Decisions
AAA, antiaircraft artillery	AMG, Allied Military Government
A.B. or B.A., bachelor of arts	Am. Repts., American Reports
abbr., abbreviation	AMVETS, American Veterans of World War II; Amvet(s) (individual)
ABC, atomic, biological, and chemical	antilog (no period), antilogarithm
abs., absolute; abstract	API, American Petroleum Institute
a.c., alternating current	APO (no periods), Army post office
acct., account	app., apps., appendix, appendixes
ACTH, adrenocorticotrophic hormone	App. D.C., District of Columbia Appeal Cases
A.D. (anno Domini), in the year of our Lord	App. Div., Appellate Division
Adj., adjutant	APPR, Army package power reactor
Adj. Gen., Adjutant General	approx., approximately
Adm., admiral	Apr., April
AEC, Atomic Energy Commission	ARC, American Red Cross
AEF, American Expeditionary Forces	Ariz., Arizona
AF, audiofrequency	Ark., Arkansas
AFB, and similar military symbols (with name), Air Force Base	ARPA, Advanced Research Projects Agency
Alc., airman, first class	art., article
AFL-CIO, American Federation of Labor and Congress of Industrial Organizations	ASME, American Society of Mechanical Engineers
AID, Agency for International Development (formerly ICA)	A.S.N., Army service number
a.k.a., also known as	Asst. Surg., assistant surgeon
Ala., Alabama	A.s.t., Atlantic standard time
A.L.R., American Law Reports	ASTM, American Society for Testing Materials
AM (no periods), amplitude modulation	A.t., Atlantic time
A.M. (anno mundi), in the year of the world	Atl., Atlantic Reporter; A. (2d), Atlantic Reporter, second series
A.M. or M.A., master of arts	atm., atmosphere

- at. wt., atomic weight  
 Aug., August  
 AUS, Army of the United States  
 avdp., avoidupois  
 Ave., avenue  
 a.w.l., absent with leave  
 a.w.o.l., absent without official leave  
 B., Baumé  
 BAE, Bureau of Agricultural Economics  
 bbl., barrel  
 B.C., before Christ  
 BCG (bacillus Calmette-Guérin), anti-tuberculosis vaccine  
 bd. ft., board foot  
 BDSA, Business and Defense Services Administration  
 BEC, Bureau of Employees' Compensation  
 Bev., billion electron volts  
 bf., boldface  
 b. hp., brake horsepower  
 BIS, Bank for International Settlements  
 Blatch. Pr. Cas., Blatchford's Prize Cases  
 Bldg., building  
 B. Lit(t). or Lit(t). B., bachelor of literature  
 BLS, Bureau of Labor Statistics  
 Blvd., boulevard  
 b.m., board measure  
 b.o., buyer's option  
 b.p., boiling point  
 b.p.d., barrels per day  
 Brig. Gen., brigadier general  
 B.S. or B. Sc., bachelor of science  
 B.t.u., British thermal unit  
 bu., bushel  
 bull., bulletin  
 Bvt., brevet  
 C., Celsius <sup>1</sup> (also centigrade)  
 c., cycle (kc. only); curie  
 ¢, c., ct., cent(s)  
 ca. (circa), about; centiare  
 CAB, Civil Aeronautics Board  
 Calif., California  
 c. and s.c., caps and small caps  
 Capt., captain  
 CARE, Cooperative for American Remittances to Europe  
 c.b.d., cash before delivery  
 cc., cubic centimeter  
 C.C.A., Circuit Court of Appeals  
 CCC, Commodity Credit Corporation  
 C. Cls., Court of Claims  
 C. Cls. R., Court of Claims Reports  
 C.C.P.A., Court of Customs and Patent Appeals  
 CCR, Commission on Civil Rights  
 cd.-ft., cord-foot  
 C.E., Common Era  
 CEA, Council of Economic Advisers  
 cf. (confer), compare  
 c.f.m., cubic feet per minute  
 CFR, Code of Federal Regulations  
 CFR Supp., Code of Federal Regulations Supplement  
 c.f.s., cubic feet per second  
 cg., centigram  
 ch., chapter  
 c.-h., candle-hour  
 CIA, Central Intelligence Agency  
 CIC, Counterintelligence Corps  
 c.i.f., cost, insurance, and freight  
 C.J. (corpus juris), body of law; Chief Justice  
 cl., centiliter  
 c.m., circular mil (wire measure)  
 cm., centimeter  
 cm.<sup>2</sup>, square centimeter  
 cm.<sup>3</sup>, cubic centimeter  
 CO, commanding officer  
 Co., company  
 c.o.d., cash on delivery  
 Col., colonel  
 col., column  
 Colo., Colorado  
 Comdr., commander  
 Comp. Dec., Comptroller's Decisions (Treasury)  
 Comp. Gen., Comptroller General Decisions  
 con., continued  
 conelrad, control of electromagnetic radiation (civil defense)  
 Conn., Connecticut  
 Corp., corporation  
 cos (no period), cosine  
 cosh (no period), hyperbolic cosine  
 cot (no period), cotangent  
 coth (no period), hyperbolic cotangent  
 cp., candlepower  
 c.p., chemically pure  
 CPA, certified public accountant  
 CPI, Consumer Price Index  
 Cpl., corporal  
 c.p.m., cycles per minute  
 c.p.s., cycles per second  
 Cr., Cranch (U.S. Supreme Court Reports)  
 cr., credit; creditor  
 CRP, C-reactive protein  
 csc (no period), cosecant  
 csch (no period), hyperbolic cosecant  
 CSS, Commodity Stabilization Service  
 c.s.t., central standard time  
 Ct., court  
 c.t., central time  
 cu. ft., cubic foot  
 cu. in. or in.<sup>3</sup>, cubic inch  
 CWO, chief warrant officer  
 cwt., hundredweight  
 C.Z., Canal Zone  
 d., dyne; pence  
 Dall., Dallas (U.S. Supreme Court Reports)  
 DAR, Daughters of the American Revolution  
 DATA, Defense Air Transportation Administration  
 db (no period), decibel  
 d.b.a., doing business as  
 d.b.h., diameter at breast height

<sup>1</sup> Preferred form approved by Ninth General Conference on Weights and Measures, October 1948.

- d.c., direct current  
D.C., District of Columbia  
D.D., doctor of divinity  
D.D.S., doctor of dental surgery  
DDT, dichlorodiphenyltrichloroethane  
Dec., December  
Del., Delaware  
DEW, distant early warning (DEW line)  
dg., decigram  
Dist. Ct., District Court  
dkg., dekagram  
dkl., dekaliter  
dkm., dekameter  
dkm.<sup>2</sup>, square dekameter  
dkm.<sup>3</sup>, cubic dekameter  
dl., deciliter  
DLF, Development Loan Fund  
D. Lit(t). or Lit(t). D., doctor of literature  
dm., decimeter  
dm.<sup>2</sup>, square decimeter  
dm.<sup>3</sup>, cubic decimeter  
DMB, Defense Mobilization Board  
do. (ditto), the same  
dol., \$, dollar  
doz., dozen  
DP (no periods), displaced person  
D.P.H., doctor of public health  
D.P. Hy., doctor of public hygiene  
dr., debit; debtor; dram  
Dr., doctor; drive  
DV, distinguished visitor (Air Force) (see also VIP)  
D.V.M., doctor of veterinary medicine  
d.w.t., deadweight tons  
dwt., pennyweight  
E., east  
e., erg  
Ecosoc, Economic and Social Council  
e.d.t., eastern daylight time  
ed., eds., edition, editions  
EEE, eastern equine encephalitis  
e.g. (exempli gratia), for example  
EHF (no periods), extremely high frequency  
8°, octavo  
e.m.f., electromotive force  
Ens., ensign  
e.o.m., end of month  
ERP, European recovery program  
e.s.t., eastern standard time  
e.s.u., electrostatic unit  
e.t., eastern time  
et al. (et alii), and others  
etc. (et cetera), and so forth  
Euratom, European Atomic Energy Community  
Ex. Doc. (with letter), executive document  
F., Fahrenheit  
f., farad  
f., ff., and following page (pages)  
FAA, Federal Aviation Agency  
FAO, Food and Agriculture Organization  
f.a.s., free alongside ship  
FAS, Foreign Agricultural Service  
FCA, Farm Credit Administration  
FCC, Federal Communications Commission  
FDA, Food and Drug Administration  
FDIC, Federal Deposit Insurance Corporation  
Feb., February  
Fed., Federal Reporter; F. (2d), Federal Reporter, second series  
FHA, Federal Housing Administration; Farmers Home Administration  
FHLBB, Federal Home Loan Bank Board  
FICA, Federal Insurance Contributions Act  
fig., figure  
1st Lt., first lieutenant  
1st Sgt., first sergeant  
Fla., Florida  
FM (no periods), frequency modulation  
FMB, Federal Maritime Board  
FMCS, Federal Mediation and Conciliation Service  
FNMA, Federal National Mortgage Association (Fannie Mae)  
fo, folio  
f.o.b., free on board  
4°, quarto  
FPC, Federal Power Commission  
FPIS, forward propagation ionospheric scatter  
f.p.m., feet per minute  
FPO (no periods), fleet post office  
f.p.s., feet per second; frames per second  
FPV, free piston vessel  
F.R., Federal Register  
Fri., Friday  
F.R.S., Fellow of the Royal Society  
FRS, Federal Reserve System  
FS, Forest Service  
FSA, Federal Security Agency  
F. Supp., Federal Supplement  
ft., foot  
ft. b.m., feet board measure  
ft.-c., foot-candle  
FTC, Federal Trade Commission  
ft.-l., foot-lambert  
ft.-lb., foot-pound  
g., gram; gravity  
Ga., Georgia  
gal., gallon  
GAO, General Accounting Office  
GAR, Grand Army of the Republic  
GARIOA, Government and Relief in Occupied Areas  
GAW, guaranteed annual wage  
GCA (no periods), ground control approach  
g.c.d., greatest common divisor  
GCI (no periods), ground control intercept  
G.c.t., Greenwich civil time  
Gen., general  
GI, general issue; Government issue  
G.m.a.t., Greenwich mean astronomical time  
G.M. & S., general, medical, and surgical



G.m.t., Greenwich mean time	IQ, intelligence quotient
GNP, gross national product	IRAC, Interdepartment Radio Advisory Committee
Gov., governor	IRBM, intermediate range ballistic missile
g.p.m., gallons per minute	IRE, Institute of Radio Engineers
g.p.s., gallons per second	IRO, International Refugee Organization
gr., grain; gross	
gr. wt., gross weight	IRS, Internal Revenue Service
GSA, General Services Administration	ITO, International Trade Organization
GTS, gas turbine ship	ITU, International Telecommunication Union; International Typographical Union
h., henry	j., joule
ha., hectare	Jan., January
H.C., House of Commons	jato (no periods), jet-assisted takeoff
h.c.f., highest common factor	J.D. (jurum doctor), doctor of laws
H. Con. Res. (with number), House concurrent resolution	ig., junior grade
H. Doc. (with number), House document	Jr., junior
HE (no periods), high explosive	Judge Adv. Gen., Judge Advocate General
HEW, Department of Health, Education, and Welfare	K., Kelvin
HF (no periods), high frequency	Kans., Kansas
hg., hectogram	kc., kilocycle
HHFA, Housing and Home Finance Agency	K.C.B., Knight Commander of the Bath
H.J. Res. (with number), House joint resolution	Kev., kilo electron volts
H.L., House of Lords	kg., kilogram
hl., hectoliter	kl., kiloliter
hm., hectometer	km., kilometer
hm. <sup>2</sup> , square hectometer	km. <sup>2</sup> , square kilometer
hm. <sup>3</sup> , cubic hectometer	km. <sup>3</sup> , cubic kilometer
Hosp. Sgt., hospital sergeant	kt., carat; kiloton
Hosp. Steward, hospital steward	kv., kilovolt
How., Howard (U.S. Supreme Court Reports)	kv.-a., kilovolt-ampere
hp., horsepower	kw., kilowatt
hp.-hr., horsepower-hour	kw.-hr., kilowatt-hour
H.R. (with number), House bill	Ky., Kentucky
hr., hour	l., liter
H. Rept. (with number), House report	La., Louisiana
H. Res. (with number), House resolution	lat., latitude
IADB, Inter-American Defense Board	lb., pound
IAEA, International Atomic Energy Agency	lb. ap., pound, apothecary's
ibid. (ibidem), in the same place	lb. av., pound, avoirdupois
ICBM, intercontinental ballistic missile	lc., lowercase
ICC, Interstate Commerce Commission	l.c.l., less-than-carload lot
id. (idem), the same	l.c.m., least common multiple
IDA, International Development Association	L. Ed., Lawyer's edition (U.S. Supreme Court Reports)
i.e. (id est), that is	lf., lightface
IF (no periods), intermediate frequency	LF (no periods), low frequency
IFC, International Finance Corporation	LL.B., bachelor of laws
IFF (no periods), identification, friend or foe	LL.D., doctor of laws
i. hp., indicated horsepower	loc. cit. (loco citato), in the place cited
Ill., Illinois	log (no period), logarithm
ILO, International Labor Organization	long., longitude
IMCO, Intergovernmental Maritime Consultative Organization	loran (no periods), long-range navigation
in., inch	lox (no periods), liquid oxygen
Inc., incorporated	LPG, liquefied petroleum gas
Ind., Indiana	L.S. (locus sigilli), place of the seal
in.-lb., inch-pound	l.s.t., local standard time
Insp. Gen., Inspector General	l.t., local time
I O U (spaces, no periods), I owe you	Lt., lieutenant
	Lt. Col., lieutenant colonel
	Lt. Comdr., lieutenant commander
	Ltd., limited
	Lt. Gen., lieutenant general
	Lt. Gov., lieutenant governor

Lt. (jg.), lieutenant (junior grade)	m.s.l., mean sea level
l.w.l., load waterline	m.s.t., mountain standard time
l.w.m., low watermark	mt., megaton
M., monsieur; M.M., messieurs	mt., mountain time
m., meter; (meridies), noon	MV, motor vessel
M (no period), thousand	mμ, millimicron
M, more	μ, micron
ma., milliamper	μa., microampere
m. <sup>2</sup> , square meter	μf., microfarad (one-millionth of a farad)
m. <sup>3</sup> , cubic meter	μg., microgram
MA, Maritime Administration	μsec., microsecond
m.a.f., moisture and ash free (coal)	μv., microvolt
MAG, Military Advisory Group	μw., microwatt
Maj., major	μ <sup>2</sup> , square micron
Maj. Gen., major general	μ <sup>3</sup> , cubic micron
Mar., March	μμ, micromicron (one-millionth of a micron)
Mass., Massachusetts	μμf., micromicrofarad (one-millionth of a millionth part)
MATS, Military Air Transport Service	mya., myriare
mb., millibar	myg., myriagram
M b.m., thousand (feet) board measure	myl., myrialiter
mc., megacycle	mym., myriameter
M (no period) c.f., thousand cubic feet	N., north
M.D., doctor of medicine	N, normal
Md., Maryland	NAC, national agency check
MDAP, mutual defense assistance program	NASA, National Aeronautics and Space Administration
memo (no period), memorandum	NATO, North Atlantic Treaty Organization
meq., milliequivalent	NBS, National Bureau of Standards
Mev., million electron volts	N.C., North Carolina
MF (no periods), medium frequency	N. Dak., North Dakota
mf., millifarad	NE., northeast
mg., milligram	Nebr., Nebraska
mG, milligauss	n.e.e., not elsewhere classified
mh., millihenry	n.e.s., not elsewhere specified
Mich., Michigan	Nev., Nevada
min., minute	N.F., National Formulary
Minn., Minnesota	n.f.e., nitrogen-free extract
Misc. Doc. (with number), miscellaneous document	N.H., New Hampshire
Miss., Mississippi	N.J., New Jersey
ml., milliliter	n.l., natural log or logarithm
Mlle., mademoiselle	NLRB, National Labor Relations Board
mm., millimeter	N. Mex., New Mexico
mm. <sup>2</sup> , square millimeter	No., Nos., number, numbers
mm. <sup>3</sup> , cubic millimeter	n.o.i.b.n., not otherwise indexed by name
Mme., madame	n.o.p., not otherwise provided (for)
Mmes., mesdames	n.o.s., not otherwise specified
m.m.f., magnetomotive force	Nov., November
mmfd., micromicrofarad	NOVS, National Office of Vital Statistics
Mo., Missouri	NS, nuclear ship
mo., month	NSA, National Shipping Authority
mol. wt., molecular weight	NSC, National Security Council
Mon., Monday	NSF, National Science Foundation
Mont., Montana	n.s.p.f., not specifically provided for
MOS, military occupational specialty	NW., northwest
M.P., Member of Parliament	N.Y., New York
MP (no periods), military police	OASI, old-age and survivors insurance
m.p., melting point	OCD, Office of Civil Defense
m.p.h., miles per hour	Oct., October
Mr., mister	OD, officer of the day
Mrs., mistress	o.d., olive drab
ms., megasecond	OEP, Office of Emergency Planning
M.S., master of science	OIT, Office of International Trade
MS, motorship	
MS., MSS., manuscript, manuscripts	
msec., millisecond	
Msgr., monsignor	
M. Sgt., master sergeant	

OK, OK'd, OK'ing, OK's	Public Res. (with number), public resolution
Okla., Oklahoma	Pvt., private
Op. Atty. Gen., Opinions of the Attorney General	PX (no periods), post exchange
op. cit. (opere citato), in the work cited	q., qq., question, questions
Orderly Sgt., orderly sergeant	ql., quintal
Ord. Sgt., ordnance sergeant	Q.M. Gen., Quartermaster General
Oreg., Oregon	Q.M. Sgt., quartermaster sergeant
OSD, Office of the Secretary of Defense	qt., quart
OTC, Organization for Trade Cooperation	R., Reamur
oz., ounce	racon (no period), radar beacon
p., pp., page, pages	radar (no period), radio detection and ranging
Pa., Pennsylvania	Rand Corp. (research and development)
PA (no periods), public-address system	R. & D., research and development
Pac., Pacific Reporter; P. (2d), Pacific Reporter, second series	rato, rocket-assisted takeoff
par., paragraph	RB, Renegotiation Board
Passed Asst. Surg., passed assistant surgeon	Rd., road
PBS, Public Buildings Service	RDB, Research and Development Board
pct., percent	REA, Rural Electrification Administration
Pet., Peters (U.S. Supreme Court Reports)	Rear Adm., rear admiral
pF, water energy (p, logarithm; F, frequency)	r.e.p., roentgen equivalent physical
Pfc., private, first class	Rev., reverend
Ph, phenyl	Rev. Stat., Revised Statutes
pH, hydrogen-ion concentration	RF (no periods), radiofrequency
ph., phase	R.F.D., rural free delivery
PHA, Public Housing Administration	Rh, Rhesus (blood factor)
Phar. D., doctor of pharmacy	R.I., Rhode Island
Ph. B. or B. Ph., bachelor of philosophy	r.m.s., root mean square
Ph. D. or D. Ph., doctor of philosophy	ROP, run of paper
Ph. G., graduate in pharmacy	ROTC, Reserve Officers' Training Corps
PHS, Public Health Service	r.p.m., revolutions per minute
pk., peck	r.p.s., revolutions per second
Pl., place	RR., railroad
pl., plate; plural	RRB, Railroad Retirement Board
p.m. (post meridiem), afternoon	Rt. Rev., right reverend
PO, petty officer	Ry., railway
p.o.d., pay on delivery	s., shilling
p.o.r., pay on return	S., south; Senate bill (with number)
POW (no periods), prisoner of war	SAC, Strategic Air Command
PP (no periods), pellagra preventive (factor)	SACEUR, Supreme Allied Commander Europe
PPI (no periods), plan position indicator	SAE, Society of Automotive Engineers
p.p.i., policy proof of interest	SAGE, semiautomatic ground environment
p.p.m., parts per million	s. and s.c., sized and supercalendered
p.q., previous question	SAR, Sons of the American Revolution
P.R., Puerto Rico	Sat., Saturday
Private Res. (with number), private resolution	SBA, Small Business Administration
Prof., professor	sc. (scilicet), namely (see also ss)
pro tem (pro tempore), temporarily	s.c., sized and calendered; small caps
P.S. (post scriptum), postscript	S.C., South Carolina
p.s.f., pounds per square foot	SCAP, Supreme Commander for the Allied Powers (Japan)
p.s.i., pounds per square inch	S. Con. Res. (with number), Senate concurrent resolution
p.s.i.a., pounds per square inch absolute	s.d. (sine die), without date
p.s.i.g., pounds per square inch gage	S. Dak., South Dakota
P.s.t., Pacific standard time	S. Doc. (with number), Senate document
P.t., Pacific time	SE., southeast
pt., part; pint	SEATO, Southeast Asia Treaty Organization
PTA (no periods), parent-teachers' association	SEC, Securities and Exchange Commission
p.t.o., please turn over	sec., second; section
	sec (no period), secant



- sec.-ft., second-foot  
 sech (no period), hyperbolic secant  
 2d, 3d, second, third  
 2d Lt., second lieutenant  
 S1c., seaman, first class  
 Sept., September  
 ser., series  
 Sf, Svedberg flotation  
 Sfc., sergeant, first class  
 Sgt., sergeant  
 SHAPE, Supreme Headquarters Allied Powers (Europe)  
 SHF (no periods), superhigh frequency  
 shoran (no period), short range (radio)  
 s. hp., shaft horsepower  
 sic (no period), thus  
 sin (no period), sine  
 sinh (no period), hyperbolic sine  
 S.J. Res. (with number), Senate joint resolution  
 s.o., seller's option  
 sofar (no period), sound fixing and ranging  
 sonar (no period), sound, navigation and ranging  
 SOP, standard operating procedure  
 S O S (spaces, no periods), wireless distress signal  
 s.p. (sine prole), without issue  
 SP (no periods), shore patrol  
 SPAR, Coast Guard Women's Reserve  
 sp. gr., specific gravity  
 Sp3c., specialist, third class  
 Sq., square (street)  
 sq. in. or in.<sup>2</sup>, square inch  
 Sr., senior  
 S. Rept. (with number), Senate report  
 S. Res. (with number), Senate resolution  
 SS, steamship  
 ss (no period) (scilicet), namely (in law) (see also sc.)  
 SSA, Social Security Administration  
 S.S.F., standard Saybolt furol  
 S. Sgt., staff sergeant  
 SSS, Selective Service System  
 S.S.U., standard Saybolt universal  
 St., Ste., SS., Saint, Sainte, Saints  
 St., street  
 Stat., Statutes at Large  
 std. c.f., standard cubic foot (feet)  
 subch., subchapter  
 subpar., subparagraph  
 subsec., subsection  
 Sun., Sunday  
 SUNFED, Special United Nations Fund for Economic Development  
 Sup. Ct., Supreme Court Reporter  
 supp., supplement  
 Supp. Rev. Stat., Supplement to the Revised Statutes  
 Supt., superintendent  
 Surg., surgeon  
 Surg. Gen., Surgeon General  
 S.U.S., Saybolt universal second(s)  
 SW., southwest  
 S.W. (2d), Southwestern Reporter, second series  
 T., Tps., township, townships  
 tan (no period), tangent  
 tanh (no period), hyperbolic tangent  
 TB (no periods), tuberculosis  
 tbsp., tablespoonful  
 T.D., Treasury Decisions  
 TDN, total digestible nutrients  
 Tenn., Tennessee  
 Ter., terrace  
 Tex., Texas  
 Thurs., Thursday  
 t.l.o., total loss only  
 t.m., true mean  
 TNT (no periods), trinitrotoluol  
 T2g., technician, second grade  
 T. Sgt., technical sergeant  
 tsp., teaspoonful  
 Tues., Tuesday  
 TV, television  
 TVA, Tennessee Valley Authority  
 Twad., Twaddell  
 2,4-D, insecticide  
 uc., uppercase  
 UHF (no periods), ultrahigh frequency  
 UMTS, Universal Military Training Service (or System)  
 U.N., United Nations  
 UNESCO, United Nations Educational, Scientific, and Cultural Organization  
 UNICEF, United Nations Children's Fund  
 URA, Urban Renewal Administration  
 U.S., U.S. Supreme Court Reports  
 U.S.A., United States of America  
 USA, U.S. Army  
 USAF, U.S. Air Force  
 USAREUR, U.S. Army, Europe  
 U.S.C., United States Code  
 U.S.C.A., United States Code Annotated  
 U.S.C. Supp., United States Code Supplement  
 USCG, U.S. Coast Guard  
 USES, U.S. Employment Service  
 U.S. 40, U.S. No. 40, U.S. Highway No. 40  
 USIA, U.S. Information Agency  
 USMC, U.S. Marine Corps  
 USN, U.S. Navy  
 USNR, U.S. Naval Reserve  
 U.S.P., United States Pharmacopoeia  
 U.S.S., U.S. Senate; U.S. ship  
 U.S.S.R., Union of Soviet Socialist Republics  
 u.t., universal time  
 v., volt  
 v. or vs. (versus), against  
 Va., Virginia  
 VA, Veterans' Administration  
 VAR, visual-aural range  
 VHF (no periods), very high frequency  
 V.I., Virgin Islands  
 Vice Adm., vice admiral  
 VIP (no periods), very important person (see also DV)  
 viz (no period) (videlicet), namely  
 VLF (no periods), very low frequency  
 vol., volume  
 Vt., Vermont  
 W., west

w., watt	WHO, World Health Organization
WAC, Women's Army Corps; a Wac	w.-hr., watt-hour
w.a.e., when actually employed	w.i., when issued
WAF, Women in the Air Force; a Waf	Wis., Wisconsin
Wall., Wallace (U.S. Supreme Court Reports)	WMAL, WRC, etc., radio stations
Wash., Washington	WO, warrant officer
WAVES, women accepted for volunteer emergency service; a Wave	WO (jg.), warrant officer (junior grade)
Wed., Wednesday	w.o.c., without compensation
wf (no periods), wrong font	W. Va., West Virginia
Wheat., Wheaton (U.S. Supreme Court Reports)	Wyo., Wyoming
	Yale L.J., Yale Law Journal
	yd., yard
	yr., year

## Coined words and symbols

**10.44.1.** To obtain uniform treatment in the formation of coined words and symbols, the following formula, which conforms to current usage, will be applied:

When only first letter of each word is used to make up symbol, use all caps:  
APPR (Army package power reactor)  
MAG (Military Advisory Group)

When proper names are used in shortened form any word of which uses more than first letter of each word, use caps and lowercase:  
Pepco (Potomac Electric Power Co.)  
Inco (International Nickel Co.)  
Aramco (Arabian-American Oil Co.)

In common-noun combinations made up of more than first letter of lowercased words, use lowercase:  
loran (*long-range navigation*)  
sonar (*sound navigation ranging*)

**10.45.** The words *infra* and *supra* are not abbreviated.

**10.46.** Even in commercial correspondence do not abbreviate *instant*, *proximo*, and *ultimo*.

## Terms of measure

**10.47.** Compass directions are abbreviated as follows:

N.	E.	S.	W.	10° N. 25° W.
NE.	SW.	NNW.	ESE.	NW. by N. ¼ W.

**10.48.** The words *latitude* and *longitude*, followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up.

lat. 52°33'05'' N.

long. 13°21'10'' E.

**10.49.** Avoid breaking latitude and longitude figures at end of line; space out line instead. In case of an unavoidable break at end of line, use hyphen.

**10.50.** Temperature and gravity are expressed in figures and the degree mark is used. Note the following abbreviations:

C., <sup>1</sup> Celsius <sup>2</sup> (also centigrade)	B., Baumé
F., Fahrenheit	API, American Petroleum Institute
R., Reaumur	Twad., Twaddell
K., Kelvin	32° F. <sup>1</sup>
abs., absolute	273.1° K.
	18° API

<sup>1</sup> Without figures preceding it, ° C. or ° F. (note space) should be used only in boxheads and over figure columns in tables.

<sup>2</sup> See footnote 1 on p. 156.

10.51. References to meridian in statements of time are abbreviated as follows:

10 a.m.	12 m. (noon)
2:30 p.m. (use thin colon)	12 p.m. (midnight)

10.52. The word *o'clock* is not used with abbreviations of time. (See rule 11.9b, p. 166.)

10.53. Metric abbreviations are set in lowercase, the same form being used for both singular and plural. The preferred abbreviation for *cubic centimeter* is *cc.*; use *cm.<sup>3</sup>* only when requested.

*Prefizes and their meaning*

m.	milli = one-thousandth (0.001)
c.	centi = one-hundredth (0.01)
d.	deci = one-tenth (0.1)
[The unit equals 1]	
dk.	deka = ten (10)
h.	hecto = one hundred (100)
k.	kilo = one thousand (1,000)

*Metric units*

m.	meter (for length)
g.	gram (for weight or mass)
l.	liter (for capacity)

*Length*

mym.	myriameter
km.	kilometer
hm.	hectometer
dkm.	dekameter
m.	meter
dm.	decimeter
cm.	centimeter
mm.	millimeter
μ	micron (0.001 mm.)
mμ	millimicron

*Area*

mya.	myriare
km. <sup>2</sup>	square kilometer
hm. <sup>2</sup>	square hectometer
dkm. <sup>2</sup>	square dekameter
m. <sup>2</sup>	square meter
dm. <sup>2</sup>	square decimeter
cm. <sup>2</sup>	square centimeter
mm. <sup>2</sup>	square millimeter
μ <sup>2</sup>	square micron

*Volume*

km. <sup>3</sup>	cubic kilometer
hm. <sup>3</sup>	cubic hectometer
dkm. <sup>3</sup>	cubic dekameter
m. <sup>3</sup>	cubic meter
dm. <sup>3</sup>	cubic decimeter
cm. <sup>3</sup>	cubic centimeter
mm. <sup>3</sup>	cubic millimeter
μ <sup>3</sup>	cubic micron

*Weight*

myg.	myriagram
kg.	kilogram
hg.	hectogram
dkg.	dekagram
g.	gram
dg.	decigram
cg.	centigram
mg.	milligram
μg.	microgram

*Land area*

ha.	hectare
a.	are
ca.	centiare

*Capacity of containers*

myl.	myrialiter
kl.	kiloliter
hl.	hectoliter
dkl.	dekaliter
l.	liter
dl.	deciliter
cl.	centiliter
ml.	milliliter

10.54. A similar plan of abbreviation applies to any unit based on the metric system.

a.	ampere	mho	(not abbreviated)	mh.	millihenry
A.	angstrom	ohm	(not abbreviated)	μf.	microfarad (one-millionth of a farad)
c.	cycle (kc. only)	v.	volt	μμ	micromicron (one-millionth of a micron)
d.	dyne	w.	watt	μμf.	micromicrofarad (one-millionth of a millionth)
e.	erg	kc.	kilocycle		
f.	farad	kv.	kilovolt		
h.	henry	kv.-a.	kilovolt-ampere		
j.	joule	kw.	kilowatt		
mc.	megacycle	mf.	millifarad		

10.55. The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

*Length*

in.,	inch
ft.,	foot
yd.,	yard
mile(s),	not abbreviated

*Area and volume*

sq. in.,	in. <sup>2</sup> , square inch
cu. in.,	in. <sup>3</sup> , cubic inch
sq. mile(s),	square mile(s)
cu. ft.,	cubic foot



<i>Time</i>	<i>Weight</i>	<i>Capacity</i>
yr., year	gr., grain	gill(s), not abbreviated
mo., month	dr., dram	pt., pint
day, not abbreviated	oz., ounce	qt., quart
hr., hour	lb., pound	gal., gallon
min., minute	cwt., hundredweight	pk., peck
sec., second	dwt., pennyweight	bu., bushel
	ton(s), not abbreviated	bbl., barrel

**10.56.** In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows, if so written in copy. (See also "Clock time," rule 11.9b, p. 166.)

2<sup>M</sup>35<sup>b</sup>3<sup>m</sup>9<sup>s</sup>4.5<sup>h</sup>

## Money

**10.57.** The following are some of the abbreviations and symbols used for indicating money:

\$, dol. (dollar)	₱ (peso)
c., ct., ¢ (cent, cents)	£ (pound)
T£175 (Turkish)	s. (shilling)
US\$15,000	d. (pence)
Mex\$2,650	£12 16s. 8d. ( <i>not</i> 12/16/8)

Use "US\$" if omission, in relatively rare instances, would result in confusion.

(For the abbreviations of other terms indicating foreign money, see p. 244.)

## NOTES





## 11. NUMERALS

(See also Tabular Work; Leaderwork)

**11.1.** Most rules for the use of numerals are based on the general principle that the reader comprehends numerals more readily than numerical word expressions, particularly in technical, scientific, or statistical matter. However, for special reasons numbers are spelled out in indicated instances.

**11.2.** The following rules cover the most common conditions that require a choice between the use of numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.

**11.3.** Arabic numerals are generally preferable to Roman numerals.

### NUMBERS EXPRESSED IN FIGURES

**11.4.** A figure is used for a single number of *10* or more within a sentence. (See also rules 11.9, 11.24.)

50 ballots  
10 guns

24 horses  
nearly 10 miles

about 40 men  
10 times as large

### Numbers and numbers in series

**11.5.** Figures are used in a group of two or more numbers, or for related numbers, any one of which is *10* or more. The sentence will be regarded as a unit for the use of figures.

Each of 15 major commodities (9 metal and 6 nonmetal) was in supply.  
*but* Each of nine major commodities (five metal and four nonmetal) was in supply.

Petroleum came from 16 fields, of which 8 were discovered in 1956.  
*but* Petroleum came from nine fields, of which eight were discovered in 1956.

That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.  
*but* That man has three suits, two pairs of shoes, and four hats.

Of the 13 engine producers, 6 were farm equipment manufacturers, 6 were principally engaged in the production of other types of machinery, and 1 was not classified in the machinery industry.  
*but* Only nine of these were among the large manufacturing companies, and only three were among the largest concerns.

There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by 20 men. (See rule 11.22, p. 170.)

There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by nine men.

Only 4 companies in the metals group appear on the list, whereas the 1947 census shows at least 4,400 establishments.

*but* If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.  
At the hearing, only one Senator and one Congressman testified.  
There are four or five things which can be done.

**11.6.** A unit of measurement, time, or quantity (as defined in rule 11.9), which is always expressed in figures, does not affect the use of figures for other numerical expressions within a sentence.

Each of the five girls earned 75 cents an hour.

Each of the 15 girls earned 75 cents an hour.

A team of four men ran the 1-mile relay in 3 minutes 20 seconds.

This usually requires from two to five washes and a total time of 2 to 4 hours.

This usually requires 9 to 12 washes and a total time of 2 to 4 hours.

The contractor, one engineer, and one surveyor inspected the 1-mile road.

*but* There were two 6-room houses, three 4-room houses, and four 2-room cottages, and they were built by nine men in thirty 5-day weeks. (See rule 11.22, p. 170.)

### 11.7. Figures are used for serial numbers.

Bulletin 725

Document 71

pages 352-357

lines 5 and 6

paragraph 1

chapter 2

290 U.S. 325

Genesis 39: 20 (full space after colon)

Metropolitan 5-9020 (telephone number)

the year 1931

1721-1727 St. Clair Avenue

*but* Letters Patent No. 2,189,463

### 11.8. A colon preceding figures does not affect their use.

The result was as follows: 12 voted yea, 4 dissented.

The result was as follows: nine voted yea, four dissented.

## Measurement, time, and quantity

11.9. Units of measurement, time, and quantity are expressed in figures.

#### a. Age:

6 years old

52 years 10 months 6 days

a 3-year-old

#### b. Clock time (see also Time):

4:30 p.m. (use thin colon)

10 o'clock *or* 10 p.m. (*not* 10 o'clock p.m.; 2 p.m. in the afternoon;

10:00 p.m.); 12 m. (noon); 12 p.m. (midnight)

half past 4

4<sup>h</sup>30<sup>m</sup> *or* 4.5<sup>h</sup>, in scientific work, if so written in copy

0025, 2359 (astronomical and military time)

#### c. Dates:

June 1935; June 29, 1935 (*not* June, 1935, *nor* June 29th, 1935)

March 6 to April 15, 1935 (*not* March 6, 1935, to April 15, 1935)

May, June, and July, 1935 (*but* June and July 1935)

15 April 1951 (military)

the 2d (*or* 3d) instant

4th of July (*but* Fourth of July, meaning the holiday)

the 1st [day] of the month (*but* the last of April or the first of May, *not* referring to specific days)

In referring to a fiscal year, consecutive years, or a continuous period of 2 years or more, when contracted, the forms 1906-38, 1931-32, 1801-2, 1875-79 are used (*but* 1895-1914, 1900-1901); for two or more separate years not representing a continuous period, a comma is used instead of a dash (1875, 1879); if the word *from* precedes the year or the word *inclusive* follows it, the second year is not shortened and the word *to* is used in lieu of the dash (from 1933 to 1936; 1935 to 1936, inclusive).

In dates, *A.D.* precedes the year (*A.D.* 937); *B.C.* follows the year (254 *B.C.*).

#### d. Decimals: In text a cipher should be supplied before a decimal point if there is no unit, and ciphers should be omitted after a decimal point unless they indicate exact measurement.

0.25 inch; 1.25 inches

silver 0.900 fine

specific gravity 0.9547

gage height 10.0 feet

*but* .30 caliber (meaning 0.30 inch, bore of small arms);  
30 calibers (length)

## e. Degrees, etc. (spaces omitted):

longitude 77°04'06'' E.  
 latitude 49°26'14'' N.  
 35°30'; 35°30' N.  
 a polariscopic test of 85°  
 45.5° to 49.5° below zero  
 an angle of 57°

strike N. 16° E.  
 dip 47° W. *or* 47° N. 31° W.  
 gravity 16.6° B.  
 25.5' (preferred); *also* 25'.5 *or*  
 25'5, as in copy  
*but* two degrees of justice; 12  
 degrees of freedom

## f. Market quotations:

4½-percent bonds  
 Treasury bonds sell at 95  
 Metropolitan Railroad, 109

gold is 109  
 wheat at 2.30  
 sugar, .03; *not* 0.03

## g. Mathematical expressions:

multiplied by 3

divided by 6

## h. Measurements:

7 meters  
 about 10 yards  
 8 by 12 inches  
 8- by 12-inch page  
 2 feet by 1 foot 8 inches by  
 1 foot 3 inches  
 1½ miles  
 6 acres  
 9 bushels  
 1 gallon

3 ems  
 20/20 (vision)  
 60μ  
 2,500 horsepower  
 15 cubic yards  
 6-pounder  
 80 foot-pounds  
 10s (for yarns and threads)  
*but* tenpenny nail; fourfold;  
 three-ply; five votes; six  
 bales (see also rule 11.23)

## i. Money:

\$3.65; \$0.75; 75 cents; 0.5 cent  
 \$3 (*not* \$3.00) per 200 pounds  
 75 cents apiece  
 Rs.32,25,644 (Indian rupees)  
 2.5 francs *or* fr.2.5

£2 4s. 6d.  
 T£175  
 65 yen  
 ₱265

## j. Percentage:

12 percent; 25.5 percent; 0.5 percent (*or* one-half of 1 percent)  
 3.65 bonds; 3.65s; 5-20 bonds; 5-20s; 4½s; 3s (see also rule 5.28, p. 67)  
 50-50 (colloquial expression)  
 5 percentage points

## k. Proportion:

1 to 4  
 1:62,500 (equal space each side of colon)  
 1-3-5

## l. Time (see also Clock time):

6 hours 8 minutes 20 seconds  
 10 years 3 months 29 days  
 8 days  
 7 minutes  
 1 month

*but* four centuries; three decades;  
 three quarters (9 months)  
 Statistics of any one year  
 In a year or two

## m. Unit modifiers:

5-day week  
 8-year-old wine  
 8-hour day  
 10-foot pole  
 ½-inch pipe  
 5-foot-wide entrance

10-million-peso loan  
 a 5-percent increase  
 20th-century progress  
*but* two-story house  
 five-man board  
 \$20 million airfield

## Ordinal numbers

11.10. Except as indicated in rule 11.19, and also for day preceding month, figures are used in text and footnotes to text for serial ordinal numbers beginning with *10th*. In tables, leaderwork, footnotes to tables and leaderwork, and in sidenotes, figures are used at all times.



Military units are expressed in figures at all times, except *Corps*. (For ordinals in addresses, see rule 11.12.)

29th of May, *but* May 29  
 First Congress; 82d Congress  
 ninth century; 20th century  
 Second Congressional District;  
     20th Congressional District  
 seventh region; 17th region  
 eighth parallel; 38th parallel  
 fifth ward; 12th ward  
 ninth birthday; 66th birthday  
 2d Infantry Division  
 323d Fighter Wing

77th Regiment  
 9th Naval District  
 7th Fleet  
 7th Air Force  
 7th Task Force

*but* XII Corps (Army usage)  
 Court of Appeals for the Tenth  
     Circuit  
 Seventeenth Decennial Census  
     (title)

**11.11.** When ordinals appear in juxtaposition, and one of them is *10th* or more, figures are used for such ordinal numbers.

This legislation was passed in the 1st session of the 82d Congress.  
 He served in the 9th and 10th Congresses.  
 From the 1st to the 82d Congress.  
 He represented the 1st, 4th, and 13th wards.  
 We read the 8th and 12th chapters.

*but* The district comprised the first and second precincts.  
 He represented the first, third, and fourth regions.

**11.11.1.** Ordinals and numerals appearing in a sentence are treated according to the separate rules dealing with ordinals and numerals standing alone or in a group. (See rules 11.4, 11.5, 11.10, 11.11, 11.24.)

The fourth group contained three items.  
 The fourth group contained 12 items.  
 The 8th and 10th groups contained three and four items, respectively.  
 The eighth and ninth groups contained 9 and 12 items, respectively.

**11.12.** Beginning with *10th*, figures are used in text matter for numbered streets, avenues, etc., but in tables, leaderwork, footnotes, and sidenotes, figures are used at all times, and *street*, *avenue*, etc., are abbreviated. (See also rule 10.13, p. 151.)

First Street NW.; *also* in parentheses: (Fifth Street) (13th Street); 810  
 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street  
 North; 711 Fifth Avenue; 518 10th Avenue

## Fractions

(For spelled-out fractions, see rule 11.28, p. 171.)

**11.13.** Piece and em fractions ( $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ ,  $\frac{5}{8}$ ,  $\frac{7}{8}$ ,  $\frac{1}{2954}$ ) are used in text, but the shilling mark with full-sized figures ( $\frac{1}{4}$ ,  $\frac{1}{2954}$ ) may be used if specially requested. A comma should not be used in any part of a built-up fraction of four or more digits or in decimals.

**11.14.** Fractions are used in a unit modifier.

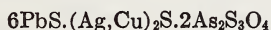
$\frac{1}{2}$ -inch pipe; *not* one-half-inch pipe       $\frac{1}{4}$ -mile run       $\frac{3}{8}$ -point rise

## Punctuation

**11.15.** The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

## Chemical formulas

**11.16.** In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol. (See also rules 6.41.2, p. 75; 13.17, p. 177.)



## NUMBERS SPELLED OUT

**11.17.** Numerals are spelled out at the beginning of a sentence or head. Rephrase a sentence or head to avoid beginning with figures.

Five years ago \* \* \*; *not* 5 years ago \* \* \*

Five hundred and fifty men are employed \* \* \*; *not* 550 men are employed \* \* \*  
 "Five-Year Plan Announced"; *not* "5-Year Plan Announced" (head)

Although 1965 may seem far off, it \* \* \*; *not* 1965 may seem far off, it \* \* \*

Government employees numbering 207,843 \* \* \*; *not* 207,843 Government employees \* \* \*

Benefits amounting to \$69,603,566 \* \* \*; *not* \$69,603,566 worth of benefits \* \* \*

**11.17.1.** In testimony, hearings, transcripts, and Q. and A. matter, figures are used immediately following Q. and A. or name of interrogator or witness for years (e.g., 1958), sums of money, decimals, street numbers, and for numerical expressions beginning with 101.

Mr. SMITH. 1957 was a good year.

Mr. JONES. \$1 per share was the return. Two dollars in 1956 was the alltime high. Nineteen hundred and fifty-eight may be another story.

Mr. JONES. 92 cents.

Mr. SMITH. 12.8 percent.

Mr. JONES. 1240 Pennsylvania Avenue.

Mr. SMITH. Ninety-eight persons.

Q. 101 years? *But* Q. One hundred years?

A. 200 years.

Mr. SMITH. Ten-year average would be how much?

**11.18.** A spelled-out number should not be repeated in figures, except in legal documents. In such instances these forms will be observed:

five (5) dollars, *not* five dollars (5)

ten dollars (\$10), *not* ten (\$10) dollars

**11.19.** Numbers mentioned in connection with serious and dignified subjects and in formal writing are spelled out.

the Thirteen Original States

in the year nineteen hundred and forty-four

the Seventy-eighth Congress

millions for defense but not one cent for tribute

**11.20.** Numbers expressing time, money, or measurement separated from their unit descriptions by more than 2 words are spelled out if under 10.

two and more separate years  
 whether five or any number of years

*but* 5 successive years  
 4 calendar years  
 6 hard-earned dollars  
 5 up to 10 dollars

**11.21.** Numbers larger than 1,000, if spelled out, should be in the following form:

two thousand and twenty

one thousand eight hundred and fifty

one hundred and fifty-two thousand three hundred and five

eighteen hundred and fifty (serial number)

11.22. Numbers of less than 100 preceding a compound modifier containing a figure are spelled out.

two  $\frac{3}{4}$ -inch boards  
twelve 6-inch guns

three 4-room houses  
*but* 120 8-inch boards

11.23. Indefinite expressions are spelled out.

the early seventies; *but* the  
1870's  
a thousand and one reasons  
between two and three hundred  
horses<sup>1</sup>  
midthirties  
in the eighties, *not* the '80's  
*nor* 80's

twelfefold; fortyfold; hundredfold  
*but* 1 to 3 million  
mid-1951  
40-odd people; nine-odd people  
40-plus people  
100-odd people  
250-fold; 2.5-fold; 41-fold

The words *nearly*, *about*, *around*, *approximately*, etc., do not constitute indefinite expressions.

11.24. Except as indicated in rule 11.9 (p. 166), a single number less than 10 is spelled out within a sentence. (See also rules 11.4, 11.5 )

six horses  
five wells  
eight times as large

*but* 3½ cans  
2½ times *or* 2.5 times

11.25. For typographic appearance and easy grasp of large numbers beginning with *million*, the word *million* or *billion* is used.

The following are guides to treatment of figures as submitted in copy.

If copy reads—

\$12,000,000, *change to* \$12 million  
2,750,000,000 dollars, *change to* \$2,750 million  
2.7 million dollars, *change to* \$2.7 million  
2¾ million dollars, *change to* \$2¾ million  
two and one-half million dollars, *change to* \$2½ million  
*but* \$2,700,000, *do not change to* \$2.7 million

*also* \$10 to \$20 million; 10 or 20 million; between 10 and 20 million  
4 millions of assets  
amounting to 4 millions  
\$1,270,000  
\$1,270,200,000  
\$2¾ billion; \$2.75 billion; \$2,750 million  
\$500,000 to \$1 million  
300,000; *not* 300 thousand  
½ billion to 1¼ billion; ¼ to 1½ billion  
three-quarters of a billion dollars

11.26. Related numbers close together at the beginning of a sentence are treated alike.

Fifty or sixty miles away is snowclad Mount McKinley.

11.27. Round numbers are spelled out.

a hundred cows  
a thousand dollars  
a million and a half

two thousand million dollars  
less than a million dollars

<sup>1</sup> Better: Between 200 and 300 horses.



11.28. Fractions standing alone, or if followed by *of a* or *of an*, are generally spelled out. (See also rule 11.14, p. 168.)

three-fourths of an inch; <i>not</i>	one-tenth
$\frac{3}{4}$ inch <i>nor</i> $\frac{3}{4}$ of an inch	one-hundredth
one-half inch	two one-hundredths
one-half of a farm; <i>not</i> $\frac{1}{2}$ of a farm	one-thousandth
one-fourth inch	five one-thousandths
or, if copy so reads:	thirty-five one-thousandths
three-quarters of an inch	<i>but</i> $\frac{1}{2}$ to $1\frac{3}{4}$ pages
half an inch	$\frac{1}{2}$ -inch pipe
a quarter of an inch	$\frac{1}{2}$ -inch-diameter pipe
	$3\frac{1}{2}$ cans; $2\frac{1}{2}$ times

## ROMAN NUMERALS

11.29. A repeated letter repeats its value; a letter placed after one of greater value adds to it; a letter placed before one of greater value subtracts from it; a dashline over a letter denotes multiplied by 1,000.

I.....	1	XXIX.....	29	LXXV.....	75	DC.....	600
II.....	2	XXX.....	30	LXXIX.....	79	DCC.....	700
III.....	3	XXXV.....	35	LXXX.....	80	DCCO.....	800
IV.....	4	XXXIX.....	39	LXXXV.....	85	CM.....	900
V.....	5	XL.....	40	LXXXIX.....	89	M.....	1,000
VI.....	6	XLV.....	45	XO.....	90	MD.....	1,500
VII.....	7	XLIX.....	49	XCV.....	95	MM.....	2,000
VIII.....	8	L.....	50	XCIX.....	99	MMM.....	3,000
IX.....	9	LV.....	55	C.....	100	MMMM or M $\bar{V}$ .....	4,000
X.....	10	LIX.....	59	CL.....	150	$\bar{V}$ .....	5,000
XV.....	15	LX.....	60	CO.....	200	M.....	1,000,000
XIX.....	19	LXV.....	65	CCO.....	300		
XX.....	20	LXIX.....	69	CD.....	400		
XXV.....	25	LXX.....	70	D.....	500		

## Dates

MDC.....	1600	MCMX.....	1910	MCML.....	1950
MDCO.....	1700	MCMXX.....	1920	MCMLX.....	1960
MDCCO.....	1800	MCMXXX.....	1930		
MCM or MDCCCO.....	1900	MCMXL.....	1940		

## NOTES

## 12. ITALIC

(See also Courtwork; Symbols; Datelines, Addresses, and Signatures)

12.1. Italic is sometimes used to differentiate or to give greater prominence to words, phrases, etc. However, an excessive amount of italic defeats this purpose, and its use in general work should be restricted as indicated.

### Emphasis, foreign words, titles of publications

12.2. Italic is not used for mere emphasis, foreign words, or the titles of publications unless it is specially requested and the copy is edited therefor.

12.3. In nonlegal work, *ante*, *post*, *infra*, and *supra* are italicized only when part of a legal citation. Otherwise these terms, as well as the abbreviations *id.*, *ibid.*, *op. cit.*, *et seq.*, and other foreign words, phrases, and their abbreviations, are printed in roman. (See also rule 18.29, p. 226.)

12.4. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

12.4.1. When copy is submitted with instructions to set "all roman (no italic)," these instructions will not apply to *Ordered*, *Resolved*, *Be it enacted*, etc.; titles following signatures or addresses; or the parts of datelines which are always set in italic.

### Names of vessels and aircraft

12.5. The names of vessels and aircraft are italicized unless otherwise indicated; in lists set in columns and in stubs and reading columns of tables consisting entirely of names of vessels or aircraft, they will be set in roman.

SS *America*; the liner *America*  
the *Friendship*  
the Bermuda *Clipper*  
U.S.S. *Nautilus* (submarine)  
U.S.S. *Wisconsin*  
ex-U.S.S. *Savannah*  
USCGS (U.S. Coast and Geo-  
detic Survey) ship *Pathfinder*  
USCG (U.S. Coast Guard) cutter  
*Thetis*; CG cutter *Thetus*  
the *U-7*  
destroyer *31*  
H.M.S. *Hornet*

MS (motorship) *Richard*  
FPV (free piston vessel) *James*  
GTS (gas turbine ship) *Alexander*  
NS (nuclear ship) *Savannah*  
MV (motor vessel) *Havtroll*  
*Forrestal* (proposed name of ves-  
sel)  
the *Missouri's* (roman "s") turret  
the *U-7's* (roman "s") deck  
*West Virginia* class or type  
but B-50 (type of plane)  
LST-1155  
DD-822

12.6. Names of vessels are quoted in matter printed in other than lowercase roman.

*Sinking of the "Lusitania"*  
SINKING OF THE "LUSITANIA"

Sinking of the "Lusitania"  
SINKING OF THE "LUSITANIA"

### Names of legal cases. (See rule 18.33, p. 227.)

12.7. The names of legal cases are italicized, except the *v.* When requested, the names of such cases may be set in roman with italic *v.*



"*The Hornet*" and "*The Hood*," 124  
 F. (2d) 45  
*Smith v. Brown et al.*  
*Smith Bros. case* (172 App. Div. 149)  
*Smith Bros. case, supra*  
*Smith Bros. case*  
 As cited in *Smith Bros.*

*John Doe v. Richard Roe*  
 but John Doe against Richard Roe  
 the Cement case  
*SMITH v. BROWN ET AL.* (heading)  
 SMITH v. BROWN ET AL.  
 (heading)

## Scientific names

12.8. The scientific names of genera, subgenera, species, and subspecies (varieties) are italicized, but are set in roman in italic matter; the names of groups of higher rank than genera (phyla, classes, orders, families, tribes, etc.) are printed in roman.

*Tsuga canadensis*  
*Cypripedium parviflorum* var. *pubescens*  
 the genera *Quercus* and *Liriodendron*  
 the family Leguminosae  
*Measurements of specimens of Cyanoderma erythroptera neocara*

12.9. Quotation marks should be used in place of italic for scientific names appearing in lines set in caps, caps and small caps, or bold-face, even if there is italic type available in the series.

## Words and letters

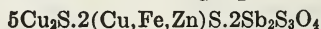
12.10. The words *Resolved*, *Resolved further*, *Provided*, *Provided, however*, *Provided further*, *And provided further*, and *ordered*, in bills, acts, resolutions, and formal contracts and agreements are italicized; also the words *To be continued*, *Continued on p. —*, *Continued from p. —*, and *See and see also* (in indexes and tables of contents only).

*Resolved*, That (resolution)  
*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled*, That  
 [To be continued] (centered; no period)  
 [Continued from p. 3] (centered; no period)  
*see also* Mechanical data (index entry)

12.11. All letters (caps, small caps, lowercase, superiors, and inferiors) used as symbols are italicized, but in italic matter roman letters are used. Chemical symbols (even in italic matter) and certain other standardized symbols are set in roman. (See also rules 6.41.2, p. 75, and 13.8, p. 175.)

$n$ th degree;  $x$  dollars

$$D \div 0.025 V_m^{2.7} = \frac{0.042}{G-1} V_m^{2.7}$$



12.12. Letter designations in mathematical and scientific matter, except chemical symbols, are italicized.

12.13. Letter symbols used in legends to illustrations, drawings, etc., or in text as references to such material, are set in italic without periods and are capitalized if so shown in copy.

12.14. Letters (a), (b), (c), etc., and *a*, *b*, *c*, etc., used to indicate sections or paragraphs are italicized in general work but not in laws and other legal documents.

12.15. Parentheses, brackets, and superior reference figures adjoining italicized words are always set in roman. In italic matter, a mark of punctuation immediately following a roman parenthesis or bracket is also set in roman. Other punctuation marks match the type of the words they adjoin. (See also rule 9.131, p. 147.)

## NOTES





## 13. SIGNS AND SYMBOLS

**13.1.** The increased use of signs and symbols and their importance in technical and scientific work have emphasized the necessity of standardization on a national basis and of the consistent use of the standard forms.

**13.2.** Certain symbols are well standardized—number symbols (the digits, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9); letter symbols (the letters of the alphabet, a, b, c, d, etc.); and graphic symbols (the mathematical signs  $+$ ,  $-$ ,  $\pm$ ,  $\times$ ,  $\div$ ).

**13.3.** The Government Printing Office will furnish at cost new special symbols for technical matter when necessary.

**13.4.** The signs  $+$ ,  $-$ ,  $\pm$ ,  $\times$ , and  $\div$ , etc., are closed against accompanying figures and symbols. When the  $\times$  is used to indicate "crossed with" (in plant or animal breeding) or magnification, it will be separated from the accompanying words by a space.

i-viii + 1-288 pages  
The equation  $A \div B$   
The result is  $4 \times 4$

$20,000 \pm 5,000$   
Early June  $\times$  Bright (crossed with)  
 $\times 4$  (magnification)

### Symbols with figures

**13.5.** The degree mark is always used in lieu of the word *degree* following a figure denoting measurement.

**13.6.** Any symbol that is set close up to figures, such as the degree mark, Greek mu, dollar mark, or commercial c ( $^{\circ}$ ,  $\mu$ ,  $\$$ ,  $\phi$ ), is used before or after each figure in a group or series.

$45^{\circ}$  to  $65^{\circ}$  F., not 45 to  $65^{\circ}$  F.  
 $30\mu$  and  $50\mu$   
 $\$5$  to  $\$8$  price range  
 $5'-7'$  long, not 5-7' long

$3\phi$  to  $5\phi$  (no spaces)  
 $\pm 2$  to  $\pm 7$ ;  $2^{\circ} \pm 1^{\circ}$ ; 3 ohms  $\pm 1$   
but  $\$ 12$  (thin space)  
from 15 to 25 percent

### Letter symbols

**13.7.** Letter symbols are set in italics without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning. However, a few symbols are set in roman if so indicated in copy.

### Equations

**13.8.** In mathematical equations, use italic for all letter symbols—capitals, lowercase, small capitals, and superiors and inferiors (exponents and subscripts); use roman for figures, including superiors and inferiors.

**13.9.** If an equation or a mathematical expression needs to be divided, break before  $+$ ,  $-$ ,  $=$ , etc. However, the equal sign is to clear on the left of other beginning mathematical signs. (See example (6), p. 176.)

**13.10.** A short equation in text should not be broken at the end of a line. Space out the line so that the equation will begin on the next line; or better, center the equation on a line by itself.

13.11. An equation too long for one line is set flush on the left, the second half of the equation is set flush on the right, and the two parts are balanced as nearly as possible.

13.12. Two or more equations in series are alined on the equal signs and centered on the longest equation in the group.

13.13. Connecting words of explanation, such as *hence*, *therefore*, and *similarly*, are set flush either on the same line with the equation or on a separate line.

13.14. If a built-up fraction occurs in one part of an equation, all other fractions in that line must be built up.

13.15. Parentheses, braces, brackets, integral signs, and summation signs should be of the same height as the mathematical expressions they include.

13.16. Inferiors precede superiors if they appear together; but if either inferior or superior is too long, the two are alined on left.

$$\sqrt{\Phi} = \sum_{k=0}^m (A_k \cos k\psi + B_k \sin k\psi) \quad (1)$$

$$\frac{e}{e_0} = \frac{1}{\sqrt{\left[1 - (f/f_M)^2 + \frac{C_M}{c}\right]^2 + \left[\frac{r}{X_{CM}}\right]^2}} \quad (2)$$

$$\begin{aligned} Q &= A_2 \rho^1 \left(\frac{p_2}{p_1}\right)^{\frac{1}{\gamma}} \left\{ 2g p_1 v_1 \left(\frac{\gamma}{\gamma-1}\right) \left[1 - \left(\frac{p_2}{p_1}\right)^{\frac{\gamma-1}{\gamma}}\right] \right\}^{\frac{1}{2}} \\ &= A_2 \left\{ 2g \frac{p_1}{v_1} \left(\frac{\gamma}{\gamma-1}\right) \left[ \left(\frac{p_2}{p_1}\right)^{\frac{2}{\gamma}} - \left(\frac{p_2}{p_1}\right)^{\frac{\gamma+1}{\gamma}} \right] \right\}^{\frac{1}{2}} \end{aligned} \quad (3)$$

$$\begin{aligned} \omega_n(x, \theta_x) &= \frac{1}{\sqrt{r_1 r_2}} \int_0^x dx_2 \int_0^{x_2} dx_1 \cos n\psi_x(x_1, x_2) \\ &\quad \left[ \frac{r_1 r_2}{p_1 p_2} (\phi_{n-1}(k_1) + \phi_{n+1}(k_1)) + 2\phi_n(k_1) \right] \end{aligned} \quad (4)$$

$$\begin{aligned} m_{*1*2} &= \int_{x_{i_1}}^{x_{*1}} dx_1 \int_{x_{i_2}}^{x_{*2}} dx_2 \int_0^{2\pi} \frac{d\theta_1}{2\pi} \\ &\quad \int_0^{2\pi} \frac{d\theta_2}{2\pi} \frac{\frac{r_1 r_2}{p_1 p_2} \cos(\theta_2 - \theta_1) + 1}{\sqrt{(x_2 - x_1)^2 + R^2(\theta_2 - \theta_1)}} \\ &= \int_{x_{i_1}}^{x_{*1}} dx_1 \int_{x_{i_2}}^{x_{*2}} dx_2 \int_0^{2\pi} \frac{d\psi}{2\pi} \frac{\frac{r_1 r_2}{p_1 p_2} \cos \psi + 1}{\sqrt{(x_2 - x_1)^2 + R^2(\psi)}} \end{aligned} \quad (5)$$

$$\begin{aligned} \sum_2 (\psi_n, c_n) &= 2c_2 \frac{\tan(2\psi_2 - \psi_1)}{\cos(2\psi_3 - \psi_2)} + 6c_3 \frac{\tan(2\psi_3 - \psi_2)}{\cos(2\psi_4 - \psi_3)} \\ &\quad + 14c_4 \frac{\tan(2\psi_4 - \psi_3)}{\cos(2\psi_5 - \psi_4)} + \dots \\ &\quad + 2(2^{1+n} - 1)c_{n+2} \frac{\tan(2\psi_{n+2} - \psi_{n+1})}{\cos(2\psi_{n+3} - \psi_{n+2})} \dots \end{aligned} \quad (6)$$

## Chemical symbols

13.17. The chemical elements are designated by the initial letter or a shortened form of the English or Latin name. They are set in roman, without periods. (For treatment of symbols, see rule 6.41.1, p. 75.)



## Chemical elements

[Accepted names, symbols, atomic numbers, and atomic weights, as officially approved by the International Union of Pure and Applied Chemistry, 1957]

Element	Symbol	Atomic number	Atomic weight	Element	Symbol	Atomic number	Atomic weight
Actinium.....	Ac	89	( <sup>1</sup> )	Mercury.....	Hg	80	200.61
Aluminum.....	Al	13	26.98	Molybdenum.....	Mo	42	95.95
Americium.....	Am	95	( <sup>1</sup> )	Neodymium.....	Nd	60	144.27
Antimony.....	Sb	51	121.76	Neon.....	Ne	10	20.183
Argon.....	Ar	18	39.944	Neptunium.....	Np	93	( <sup>1</sup> )
Arsenic.....	As	33	74.91	Nickel.....	Ni	28	58.71
Astatine.....	At	85	( <sup>1</sup> )	Niobium.....	Nb	41	92.91
Barium.....	Ba	56	137.36	Nitrogen.....	N	7	14.008
Berkelium.....	Bk	97	( <sup>1</sup> )	Nobelium.....	No	102	( <sup>1</sup> )
Beryllium.....	Be	4	9.013	Osmium.....	Os	76	190.2
Bismuth.....	Bi	83	209.00	Oxygen.....	O	8	<sup>2</sup> 16
Boron.....	B	5	10.82	Palladium.....	Pd	46	106.4
Bromine.....	Br	35	79.916	Phosphorus.....	P	15	30.975
Cadmium.....	Cd	48	112.41	Platinum.....	Pt	78	195.09
Calcium.....	Ca	20	40.08	Plutonium.....	Pu	94	( <sup>1</sup> )
Californium.....	Cf	98	( <sup>1</sup> )	Polonium.....	Po	84	( <sup>1</sup> )
Carbon.....	C	6	12.010	Potassium.....	K	19	39.100
Cerium.....	Ce	58	140.13	Praseodymium.....	Pr	59	140.92
Cesium.....	Cs	55	132.91	Promethium.....	Pm	61	( <sup>1</sup> )
Chlorine.....	Cl	17	35.457	Protactinium.....	Pa	91	( <sup>1</sup> )
Chromium.....	Cr	24	52.01	Radium.....	Ra	88	( <sup>1</sup> )
Cobalt.....	Co	27	58.94	Radon.....	Rn	86	( <sup>1</sup> )
Copper.....	Cu	29	63.54	Rhenium.....	Re	75	186.22
Curium.....	Cm	96	( <sup>1</sup> )	Rhodium.....	Rh	45	102.91
Dysprosium.....	Dy	66	162.51	Rubidium.....	Rb	37	85.48
Einsteinium.....	Es	99	( <sup>1</sup> )	Ruthenium.....	Ru	44	101.1
Erbium.....	Er	68	167.27	Samarium.....	Sm	62	150.35
Europium.....	Eu	63	152.0	Scandium.....	Sc	21	44.96
Fermium.....	Fm	100	( <sup>1</sup> )	Selenium.....	Se	34	78.96
Fluorine.....	F	9	19.00	Silicon.....	Si	14	28.09
Francium.....	Fr	87	( <sup>1</sup> )	Silver.....	Ag	47	107.880
Gadolinium.....	Gd	64	157.26	Sodium.....	Na	11	22.991
Gallium.....	Ga	31	69.72	Strontium.....	Sr	38	87.63
Germanium.....	Ge	32	72.60	Sulfur.....	S	16	<sup>3</sup> 32.066
Gold.....	Au	79	197.0	Tantalum.....	Ta	73	180.95
Hafnium.....	Hf	72	178.50	Technetium.....	Tc	43	( <sup>1</sup> )
Helium.....	He	2	4.003	Tellurium.....	Te	52	127.61
Holmium.....	Ho	67	164.94	Terbium.....	Tb	65	158.93
Hydrogen.....	H	1	1.0080	Thallium.....	Tl	81	204.39
Indium.....	In	49	114.82	Thorium.....	Th	90	232.05
Iodine.....	I	53	126.91	Thulium.....	Tm	69	168.94
Iridium.....	Ir	77	192.2	Tin.....	Sn	50	118.70
Iron.....	Fe	26	55.85	Titanium.....	Ti	22	47.90
Krypton.....	Kr	36	83.80	Tungsten.....	W	74	183.86
Lanthanum.....	La	57	138.92	Uranium.....	U	92	238.07
Lead.....	Pb	82	207.21	Vanadium.....	V	23	50.95
Lithium.....	Li	3	6.940	Xenon.....	Xe	54	131.30
Lutetium.....	Lu	71	174.99	Ytterbium.....	Yb	70	173.04
Magnesium.....	Mg	12	24.32	Yttrium.....	Y	39	88.92
Manganese.....	Mn	25	54.94	Zinc.....	Zn	30	65.38
Mendelevium.....	Md	101	( <sup>1</sup> )	Zirconium.....	Zr	40	91.22

<sup>1</sup> These values are omitted because the elements do not occur in nature, and their atomic weight depends on which isotope is made.

<sup>2</sup> This is a defined value rather than an indicated one.

<sup>3</sup> Because of natural variations in the abundance ratio of the isotopes of sulfur, the atomic weight of this element has a range of  $\pm 0.003$ .

## Standardized symbols

13.18. Symbols duly standardized by any national scientific, professional, or technical group are accepted as preferred forms within the field of the group. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.



## Signs and symbols

13.19. This list contains the signs and symbols frequently used in printing by this Office.

+	plus	[ ]	brackets	④	Vesta
-	minus	{ }	braces	☉	rain
±	plus or minus	°	degree	✶	snow
∓	minus or plus	'	minute	☒	snow on ground
×	multiplied by	"	second	←	floating ice crystals
÷	divided by	HP	horsepower	▲	hail
=	equal to	Δ	increment	△	sleet
≠	or ≠ not equal to	ω	angular frequency, solid angle	∇	frostwork
≈	or ≈ nearly equal to	Ω	ohm	⊐	hoarfrost
≡	identical with	μΩ	microhm	≡	fog
≠	not identical with	MΩ	megohm	∞	haze; dust haze
≅	equivalent	Φ	magnetic flux; farad	T	thunder
∩	difference	Ψ	dielectric flux; electrostatic flux	⚡	sheet lightning
∩	congruent to	ρ	resistivity	⊙	solar corona
∩	greater than	γ	conductivity	⊕	solar halo
∩	not greater than	Δ	equivalent conductivity	⚡	thunderstorm
∩	less than	ℓ	reluctance	↖	direction
∩	not less than	→	direction of flow	○	or ○ or ① annual
∩	or ≥ greater than or equal to	⇌	electrical current	○	or ② biennial
∩	or ≤ less than or equal to	⬡	benzene ring	♂	or ♂ male
	absolute value	→	yields	♀	female
∩	logical sum or union	⇌	reversible reaction	□	male, in charts
∩	logical product or intersection	↓	precipitate	○	female, in charts
∩	is contained in	↑	gas	R	take (from Latin <i>Recipe</i> )
ε	is a member of; dielectric constant; mean error	‰	salinity	Ā	or Ā or āā of each (doctor's prescription)
÷	is to; ratio	☉	or ☉ Sun	lb	pound
::	as; proportion	☾	or ☾ New Moon	℥	ounce
≈	approaches	☾	First Quarter	℥	dram
→	approaches limit of	☾	or ☾ Full Moon	℥	scruple
α	varies as	☾	Last Quarter	○	pint
∥	parallel	☿	Mercury	℥	fluid ounce
⊥	perpendicular	♀	Venus	℥	fluid dram
∠	angle	♁	or ♂ Earth	℥	minim
∠	right angle	♂	Mars	&	or & and; ampersand
△	triangle	♃	Jupiter	℥	per
□	square	♄	Saturn	#	number
□	rectangle	♅	Uranus	/	virgule; solidus; separator; shilling
▭	parallelogram	♆	or ♆ Neptune	%	percent
○	circle	P	Pluto	©	copyright
⌒	arc of circle	♈	Aries	%	care of
⊥	equilateral	♉	Taurus	%	account of
△	equiangular	♊	Gemini	@	at
√	radical; root; square root	♋	Cancer	¢	cent
√	cube root	♌	Leo	*	asterisk
√	fourth root	♍	Virgo	†	dagger
Σ	sum	♎	Libra	‡	double dagger
!	or ! factorial product	♏	Scorpio	§	section
∞	infinity	♐	Sagittarius	☞	index
∫	integral	♑	Capricornus	/	acute
f	function	♒	Aquarius	~	grave
∂	or ∂ differential; variation	♓	Pisces	˘	tilde
π	pi	♊	conjunction	^	circumflex
∴	therefore	♋	opposition	-	macron
∵	because	♌	trine	˘	breve
—	vinculum (above letter)	♍	quadrature	..	dieresis
( )	parentheses	♎	sextile	˘	cedilla
		♏	dragon's head, ascending node	^	caret
		♐	dragon's tail, descending node		
		①	Ceres		
		②	Pallas		
		③	Juno		



## NOTES



## 14. TABULAR WORK

(See also Abbreviations; Leaderwork)

(See pp. 202–203 for sample table and tabular terms)

14.1. The object of a table is to present in a concise and orderly manner information that could not be presented so clearly in any other way.

14.2. Tabular material should be kept as simple as possible, so that the meaning of the data could be easily grasped by the user.

14.3. Unless otherwise specified, tables will be set 6-point solid, and 2-point hairline rules will be used.

### Abbreviations

14.4. To avoid burdening tabular text, commonly known abbreviations (see rule 10.44, p. 155, and rules for abbreviations) are used in tables. Metric and unit-of-measurement abbreviations must be used with figures.

14.4.1. The names of months (except May, June, and July) when followed by the day are abbreviated; otherwise months are spelled. However, in narrow reading columns consisting solely of single months, the months may be abbreviated. (For examples, see rules 14.36, p. 184; 14.53, p. 186; 14.55, p. 187; p. 202.)

14.5. The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated. For the numbered streets, avenues, etc., figures are used.

14.6. Abbreviate the words *United States* if preceding the word *Government*, the name of any Government organization, or as an adjective generally. (See rules 10.8, 10.8.1, p. 150.)

14.7. Use the abbreviations *RR.* and *Ry.* following name (except as indicated in rule 10.24, p. 152), and *SS*, *MS*, etc., preceding name.

14.8. Use *lat.* and *long.* with figures.

14.9. Abbreviate when followed by figures the various parts of publications, as *article*, *part*, *section*, etc. (See rule 10.34, p. 153.)

14.10. Use, generally, such abbreviations and contractions as *74th Cong.*, *2d sess.*, *H. Res. 5*, *H.J. Res. 21*, *S. Doc. 62*, *S. Rept. 410* (see rules 10.38, 10.39, p. 154), *Rev. Stat.*, etc.

14.11. In columns containing names of persons, copy is followed as to abbreviations of given names.

14.12. Periods are not used after abbreviations followed by leaders, but are used before footnote references.

**Bearoff.** (See p. 202 and examples throughout chapter.)

14.13. An en space is used for bearoff from both rules in an inside reading or date column, from the rule on the right in a figure column, and from the adjacent rule in an outside reading or date column.

14.14. In a crowded table the bearoff may be omitted in figure columns.

14.15. Indicated clears and indentions are in addition to bearoff.

**14.16.** Fractions are set flush to the rule, as shown in example to rule 14.120, page 192, except in double-up tables in column preceding parallel rule and in tables in rules. (See rules 14.81, p. 189; 14.147, p. 197.)

**14.17.** Mathematical signs, parentheses, and brackets, when preceded by figures, are not borne off.

### Blanks

**14.18.** Blank lines are omitted unless their retention is specially requested.

### Boxheads

#### Horizontal

**14.19.** Periods are omitted after all boxheads, but a dash is used after any boxhead which reads into the following matter.

**14.20.** Boxheads run crosswise wherever practicable.

**14.21.** In 6- and 8-point modern boxheads, all horizontal rules are to be set with inferior low-line dashes. The shoulder on these dashes will take the place of the usual quad line above a rule.

**14.22.** Boxheads are set solid (even in leaded tables), and bear off an em space above and no bearoff below.

**14.23.** Boxheads are centered in columns up to 12 ems, inclusive, in width. The first line should be the longest, and should be set as full as possible; good appearance must not be sacrificed by dividing short words or making two-letter divisions.

**14.24.** Boxheads in columns over 12 ems in width are centered, with hanging indention for heads of 3 lines or more. (See also rule 14.132, p. 194.)

**14.25.** Boxheads requiring leaders are set in the same style as the stub column. However, where the item consists of only one word or is very short, it may be centered linewise in the column, and followed by leaders.

Hours in additional storage.....	Percent moisture content					
	75	<sup>1</sup> 125	210	315	365	550
Package combustions:						
Impregnated—single lam.....	3.5	3.9	4.6	<sup>2</sup> 3.5	7.1	6.6
Plain—single lam.....	3.8	5.1	7.8	6.5	12.8	7.6

<sup>1</sup> Stored at intervals.

<sup>2</sup> Slight variance.

Moisture.....	Hours in storage					
	<sup>1</sup> 3.5	3.9	4.6	5.1	5.9	6.2
Package combustions:						
Impregnated—single lam.....	75	<sup>2</sup> 80	85	90	95	100
Plain—single lam.....	78	83	88	93	98	103

<sup>1</sup> Moisture content reduced under 75 hours' duration.

<sup>2</sup> Stored in 2 intervals of 40 hours each.

**14.26.** To avoid use of scabbard (dividing a quad line), boxheads will not be centered vertically with equal division of space top and bottom when such centering will require dividing a quad line. In such cases, scabbard will not be used, and the head will be offcenter 3 points in 6-point tables. Inferior low-line dashes will be used.





TABLE 6.—*Mine production of gold, silver, copper, lead, and zinc in 1953, by counties, in terms of recoverable metals*

County	Mines producing		Material <sup>1</sup> sold or treated (short tons)	Gold (lode and placer)		Silver (lode and placer)	
	Lode	Placer		Fine ounces	Value	Fine ounces	Value
Catron.....	2	-----	48	37	\$1,295	2,433	\$2,202
Grant.....	11	-----	7,888,727	988	34,580	81,444	73,711
Guadalupe.....	1	-----	28,985	-----	-----	-----	-----
Santa Fe.....	4	1	119	3	105	685	620
Sierra.....	8	1	1,301	271	9,485	907	821
Socorro.....	15	-----	64,904	98	3,430	18,357	16,614
Total:							
1953.....	55	2	8,070,056	2,614	91,490	205,309	185,815
1952.....	66	1	9,120,841	2,949	103,215	479,318	433,807
		Copper		Lead		Zinc	
		Short tons	Value	Short tons	Value	Short tons	Value
Catron.....							\$3,497
Grant.....	69,871	\$40,105,954	1,524	\$399,288	12,837	\$2,952,510	43,566,043
Guadalupe.....	537	308,238	-----	-----	-----	-----	308,238
Santa Fe.....	2	1,148	13	3,406	10	2,300	7,579
Sierra.....	-----	-----	4	1,048	5	1,150	12,504
Socorro.....	55	31,570	1,327	347,674	519	119,370	518,658
Total:							
1953.....	72,477	41,601,798	2,943	771,066	13,373	3,075,790	45,725,959
1952.....	76,112	36,838,208	7,021	2,260,762	50,975	16,923,700	56,559,692

<sup>1</sup> Does not include gravel washed or tonnage of precipitates shipped.

14.29. In parallel tables, and when so prepared in divide tables, a boxhead that is divided is repeated on subsequent pages with the word *Continued*. (See p. 205.)

14.29.1. In referring to quantity of things, the word *Number* in boxheads is spelled if possible.

14.29.2. In an 8-point table with a 6-point boxhead, an 8-point quadline is inserted between head and body of table if no italic unit of quantity is given; if a unit of quantity is given, use a 6-point quadline and set unit of quantity in 6-point italic.

14.29.3. Column numbers or letters in parentheses may be set over or under boxheads and are separated by a quadline above or below the deepest head. These column references aline across the table. (See also rule 14.29.5.)

States, Territories, etc.	Department of Agriculture				Department of Commerce		
	Commodity Credit Corporation, value of commodities donated	Special schoolmilk program <sup>1</sup>	Value of commodities distributed within States	Disaster loans, etc. (payments to assist States in furnishing hay in drought- stricken areas) □ (4)	Civil Aero- nautics Adminis- tration— Federal airport program— regular grants	Bureau of Public Roads: Highway construction	
						Regular grants <sup>2</sup>	Emer- gency grants <sup>3</sup>
	(1)	(2)	(3)		(5)	(6)	(7)
Alabama.....	\$4,730,154	\$1,520,362	\$7,970,875	-----	\$79,284	\$1,176,401	\$247,515
Arizona.....	393,484	269,274	591,487	-----	297,266	12,366,106	472,749
Arkansas.....	4,545,983	823,136	6,512,639	-----	127,749	9,317,853	-----

# Runup

14.29.4. Runup boxheads are to be reduced to the minimum practical depth. If one head must run up, all heads over figure columns in the same table run up, except years expressed in figures, which run across for better appearance. Running up over stub, reading, and date columns is to be avoided. Boxheads need not run up in all parts of a divide table.

14.29.5. Runup heads are set flush, with en bearoff on top. However, heads of 12 ems or less are set ragged at the top to avoid letterspacing; heads over 12 ems are set full. All overruns, including heads making only two lines, are set with 1-em hanging indention. (See rule 14.132, p. 194; also p. 202.)

State and division	Number					Production		Cash income from sales of cattle, calves, beef, and veal	Gross income	Value of cattle and calves slaughtered for foreign consumption	Cost of cattle shipped in for feeding
	Shipments and local slaughter		Cattle shipped for feeding and breeding	Farm slaughter		Quantity live weight	Value				
	1945	1946		1945	1946						
	Thou-sands	Thou-sands	Thou-sands	Thou-sands	Thou-sands	1,000 lbs.	1,000 dol.	1,000 dol.	1,000 dol.	1,000 dol.	1,000 dol.

[1947-49=100]

Year and month	(1) All commodities	(2) Farm products	(3) Processed foods	(4) All commodities other than farm products and foods	(5) Textile products and apparel	(6) Furniture and other household durables	(7) Fuel, power, and lighting materials	(8) Chemicals and allied products	(9) Rubber and rubber products	(10) Lumber and wood products	(11) Pulp, paper, and allied products
1947.....	96.4	100.0	98.2	95.3	100.0	101.0	90.9	101.4	99.0	93.7	98.6
1948.....	104.4	107.3	106.1	103.4	104.4	102.1	107.1	103.8	102.1	107.2	102.9
1949.....	99.2	92.8	95.7	101.3	95.5	96.9	101.9	94.8	98.9	99.2	98.5

# Braces

14.30. Braces are avoided if possible; if used, they are placed on the right of a rule and should extend to the complete depth of the group, including overruns. (See examples at top of p. 185.)

New Jersey.....		659,425	659,425	62.35		649,374	649,374	62.35
New York.....								
Pennsylvania, Delaware, Maryland, and the District of Columbia.....	2,900,499	(1)	2,900,499	{ 66.56 39.73 }	3,312,610	(1)	3,312,610	{ 66.92 39.64 }
Tennessee.....	23,187		23,187	{ 47.24 54.32 }				{ 53.60 46.00 }
Virginia.....	640		640	{ 51.03 51.50 }	19,718		19,718	{ 52.50 47.10 }
South Dakota.....				{ 45.02 54.97 }				{ 208 355,006 }
Texas.....	5,453		5,453					
Oklahoma.....								
Utah.....	326,500		326,500					



### Centerheads, flush entries, and subentries

14.31. Centerheads over solid tables are set solid, except heads set entirely in caps, which are leaded; heads are leaded over leaded tables. Heads follow the style of the tables as to the use of figures and abbreviations.

14.32. Heads and headnotes over parallel tables center over the two-page spread of tables, except short lines. In heads over parallel tables, words are not divided between pages. (See pp. 204-205.)

14.33. In divide tables that are made up parallel, the heads and headnotes are set over parallel tables; the heads but not the headnotes repeat on each succeeding page; the word *Continued* is used.

14.34. Punctuation is omitted after centerheads. Flush entries and subentries over subordinate items are followed by a colon (single subentry to run in, preserving the colon), but a dash is used instead of a colon when the entry reads into the matter below. (See also rules 14.124.1-14.124.2, pp. 192-193.)

14.35. In reading columns if centerhead clears reading matter below at least an em and there are leaders, no space is used under the head; if there are no leaders below and centerhead clears at least an em, the quadline is omitted; if it clears less than an em, a full quadline is used. (See also rule 14.36.) However, if an overrun, dashline, etc., in another column, or in the same column, creates a blank space above the head, the extra quadline is not added.

25	Miscellaneous powerplant equipment.....	245,040.37
26	Roads, railroads, and bridges.....	275,900.34
	Total.....	520,940.71
	TRANSMISSION PLANT	
42	Structures and improvements.....	26,253.53
43	Station equipment.....	966,164.41
	Total.....	992,417.94
	GENERAL PLANT	
	General plant:	
	Norris.....	753,248.97
	Other.....	15,335.81
	Total.....	768,584.78
	Grand total.....	2,281,943.43

14.36. Units of quantity and years used as heads in reading columns consisting of months and days, or months only, and in figure columns, are set in italic with a quadline above and no space below. If an overrun, etc., in another column creates a blank space above the head, the extra quadline is not added. (See also rule 14.58, p. 187.)

1941			1942—Con.		1942—Con.		
Oct. 1.....	35.6	15	Jan. 16.....	45.2	15	May 8.....	46.5
Oct. 31.....	45.0	15	Feb. 4.....	50.2	15	May 22.....	45.1
Nov. 14.....	40.9	18	Feb. 17.....	43.4	15	June 9.....	47.1
Dec. 24.....	41.7	15	Mar. 4.....	45.6	15	June 24.....	48.2
			Mar. 19.....	42.7	15	July 9.....	46.6
			Apr. 2.....	40.9	15	July 24.....	45.9
1942			Apr. 28.....	47.7	13	Aug. 6.....	46.5
Jan. 3.....	43.9	15					

14.37. Where the logical construction of a table requires, it is permissible to insert subheads between page-width cross rules within the table to indicate class groups to which the data refer. The box-head and units of quantity are not repeated.



C-302....	{Chehalis silty clay loam.}	1	{PK----- PKCa----- NPKCa-----	2.58 2.45 2.54	9.13 8.78 10.08	1.62 1.24 .95	0.255 .257 .240	2.21 2.30 2.07	0.95 .95 .89
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SOILS DERIVED FROM ORGANIC MATERIAL

C-303....	Peat-----	1	{Check----- P----- PK----- PKCa-----	3.31 3.14 3.92 3.84	7.77 6.66 7.25 8.44	1.41 1.42 1.49 1.40	0.268 .358 .310 .289	1.14 .83 1.78 1.83	0.55 .73 .59 .64
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Ciphers

14.38. Where the first number in a column or under a cross rule is wholly a decimal, a cipher is added at the left of its decimal point. A cipher used alone in a money or other decimal column is placed in the unit row and is not followed by a period. In mixed units the cipher is repeated before each decimal unless the group is totaled.

January-----	+26.4	0	0	0	0	0	<sup>1</sup> +\$0.7	27.1+	+40.4
February-----	+66.7	0	0	0	0	0	-.9	65.8+	+98.1
March-----	+143.1	+2.6	-7.5	0	0	0	+12.4	150.6	+224.1
April-----	+168.4	+6.9	-19.1	-1.1	+1.7	+4.4	+33.0	194.2+	+289.5

14.38.1. In columns containing both dollars and cents, ciphers will be supplied on right of decimal point in the absence of figures.

14.38.2. Where column consists of single decimal, supply cipher on right.

0. 6  
0  
3. 0  
4. 2  
5. 0

14.38.3. Where column has mixed decimals of two or more places, do not supply ciphers but follow copy (see table on p. 248).

0. 22453  
1. 263  
4  
2. 60  
3. 4567  
5. 3  
7  
78  
12. 6  

---

114. 44423

14.39. Copy is followed in the use of the word *None* or a cipher to indicate *None* in figure columns. If neither one appears in the copy, leaders are inserted.

14.40. In columns of figures under the heading £ s. d., if a whole number of pounds is given, one cipher is supplied under s. and one under d.; if only shillings are given, one cipher is supplied under d.

14.41. In columns of figures under *Ft. In.*, if only feet are given, supply cipher under *In.*; if only inches are given, clear under *Ft.*; if ciphers are used for *None*, place one cipher under both *Ft.* and *In.*

14.42. In any column containing sums of money, the period and ciphers are omitted if the column consists entirely of whole dollars.

### Continued heads

14.43. In continued heads an em dash is used between the head and the word *Continued*. The abbreviation *Con.* is used only to avoid an overrun. If the head is in small caps, the term *continued* or *con.* is not capitalized.

14.44. In centerheads set in caps, caps and small caps, or italic, the word *Continued* is set in roman cap and lowercase; in a heading set in boldface caps or lowercase, the word *Continued* is set in cap and lowercase of the same font as the head. No period is carried after a continued line.

14.45. In stub and boxheads, *Continued* is always set in lightface roman.

14.46. Continued heads over tables are to be condensed into one line if possible. Notes above tables are not repeated unless necessary to make the table clear; but footnote references are repeated in boxheads and in continued lines unless special instructions are given not to do so.

### Dashes or rules

14.47. Dashes or rules are not carried in reading or date columns.

14.48. Parallel dashes are used to cut off figures from other figures below that are added or subtracted; also above a grand total. (For examples, see rules 14.35, p. 184; 14.77, p. 188; 14.124.5, p. 193; 14.139.1, p. 195; 14.151.1, p. 199.)

14.49. Rules may be used in place of dashes in a crowded table.

### Date columns

14.50. There are two kinds of standard date columns: (1) Each item contains month and day, and (2) each item is made up of month, day, and year.

14.51. In 6-point tables, standard date columns with month and day are cast  $4\frac{1}{2}$  ems for outside and 5 ems for inside columns; with month, day, and year, 7 and  $7\frac{1}{2}$  ems, respectively.

14.52. Standard date columns with month and day in 8- and 10-point tables are cast 4 ems for outside and  $4\frac{1}{2}$  ems for inside columns; with month, day, and year,  $6\frac{1}{2}$  and 7 ems, respectively.

14.53. The figures are alined on the right, and extra space, if any, is inserted between the month and day. An en comma is used between the day and the year.

Black River, N.Y.-----	Flood Control Act, June 22, 1936.	Oct. 7, 1941	House, 405, 77th Cong., 1st sess.	Favorable.
Do-----	Flood Control Act, July 30, 1937.	July 23, 1941	House, 326, 77th Cong., 1st sess.	
Cayuga Creek, N.Y.-----	do-----	do-----	do-----	Do.
Oazenovia Creek, Erie County, N.Y.-----	Flood Control Com- mittee resolution, Apr. 23, 1942.	do. <sup>2</sup> -----	-----	
Chagrin River and tribu- taries, Ohio.-----	Flood Control Act, June 28, 1938.	-----	-----	Unfavorable.

14.54. Military-style date columns will be set as standard date columns, with 6-unit space between day and month and remaining space between month and year. No punctuation will be used.

21 Jan 21  
5 Jun 42  
12 Jul 43  
30 Sep 44

14.54.1. In 6-, 8-, and 10-point tables, military-style date columns are  $5\frac{1}{2}$  ems wide for outside columns and 6 ems for inside columns.

14.55. In a standard date column of  $4\frac{1}{2}$  ems or less that is the first column of a table, the month is cleared instead of being repeated or indicated by *do.*

Jan.	22	To the Minister in Liberia (tel.).....	115
	30	From the Minister in Liberia (tel.).....	116
Feb.	5	To the Minister in Liberia (tel.).....	117
	7	From the Minister in Liberia (tel.).....	117

14.56. A standard date column is not considered a reading column, and no period is used after the date if the column is the last one of the table; however, a column consisting entirely of dates but not a standard date column is considered a reading column.

14.57. In a standard date column, footnote references are placed at right against rule, with 3 units justified on such references (see p. 202); but in a standard date column that is the last column of a table, footnote references are placed on left with 3 units justified on character following the references.

14.58. If the year is centered as a head in a standard date column, it is set in italic with a full quadline above but no space below. (See rule 14.36, p. 184.)

14.59. In columns consisting entirely of single or double years, figures are centered in columns without leaders.

1898 <sup>1</sup>
1898
1899-1900 <sup>2</sup>
1901-2

## Ditto

(See also "Units of quantity," rule 14.153, p. 201.)

14.60. The abbreviation *do.* is used in reading and date columns only, lowercased and preceded by leaders when figures or text is used in preceding column.

14.61. Capitalize *do.* in first and last columns.

14.62. Tracing columns are counted as the first and last columns of table.

14.63. All *do.*'s should be uniform throughout column; if any one is lowercased, all in the column should be lowercased and preceded by leaders. (For examples, see rules 14.53, p. 186; 14.152, p. 201; p. 202.)

14.64. In mixed columns made up of figure and reading-matter items, *do.* is used only under the latter items.

14.65. *Do.* is not used—

- (1) in a figure or symbol column;
- (2) in the first line under a centerhead in the column in which the centerhead occurs;
- (3) under a line of leaders, a dashline, or a rule;
- (4) under an item italicized or set in boldface type for a specific reason (italic or boldface *do.* is never used; item is repeated);
- (5) under an item consisting wholly of figures or combination of letters and figures;
- (6) in a reading column containing only *Yes* and *No*; and
- (7) under an abbreviated unit of quantity or other abbreviations.



14.66. *Do.* is used, however, under a blank space and under the word *None* in a reading column.

14.67. *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.* (See rule 14.53, p. 186; pp. 202–203.)

14.68. *Do.* is not used under a braced group.

14.69. Leaders are not used before *Do.* in the first column or before or after *Do.* in the last column.

14.70. In a first column 6 ems or less in width, a 1-em quad is used before *Do.*; in all other columns 6 ems or less in width, 1½ ems of leaders are used, except in a last column, in which quads are used in place of leaders. Bearoff is included.

14.71. In a first column more than 6 ems in width, 2 ems of quads are used before *Do.*; in all other columns more than 6 ems in width, 2½ ems of leaders are used, except in a last column, in which quads are used in place of leaders; bearoff is included. If the preceding line is indented, the indentation of *do.* is increased accordingly.

14.72. *Do.* under an indented item in an inside reading column, with or without matter in preceding column, is preceded by 2 ems of leaders, which are indented to aline with item above.

14.73. *Do.*, followed by 2 ems of leaders, is used under a unit of quantity in a stub if the unit is spelled; if the unit is abbreviated, the abbreviation is repeated. (For sample, see rule 14.152, p. 201.)

14.74. When so prepared, inverted commas may be used instead of the abbreviation *do.*

**Divide tables.** (See “Parallel and divide tables,” p. 194.)

### Dollar mark

14.75. The dollar mark or any other money symbol is placed close to the figure; it is used only at the head of the table and under cross rules when the same unit of value applies to the entire column.

14.76. In columns containing mixed amounts (as money, tons, gallons, etc.), the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money.

14.77. If several sums of money are grouped together and added to make a total, they are separated from the nonmoney group by a parallel dash, and the symbol is placed on the first figure of the separated group only.

	1958	1957
Water supply available.....gallons..	4, 000, 000	3, 000, 000
Wheat production.....bushels..	9, 000, 000	8, 000, 000
Operations:		
Water-dispatching operations.....	\$442, 496	\$396, 800
Malaria control.....	571, 040	426, 600
Plant protection.....	134, 971	58, 320
Total.....	1, 148, 507	881, 720
Number of plants.....	642	525
Percent of budget.....	96. 8	78. 8

NOTE.—Preliminary figures.

[2 leads]

Source: Department of Commerce, Bureau of the Census.



14.78. In a double money column, dollar marks are used in the first group of figures only; en dashes or words are aligned. (See also rule 14.141, p. 196.)

\$7-	\$9	\$15	\$10 to \$12
10-	12	\$16- 18	14 to 20
314-	316		
1, 014-	1, 016		

14.79. Dollar mark is omitted from a first item consisting of a cipher.

0	but \$0. 12
\$300	13. 43
500	15. 07
700	23. 18

14.80. Dollar mark should be repeated in stub or reading columns.

\$1 to \$24-----
\$25 to \$49-----
\$50 to \$74-----

## Double-up tables

14.81. If the matter in the stub under a centerhead, flush entry, or subentry breaks and is carried over to the second part of a double-up table, a continued head is inserted at the top of the second part.

TABLE 14.—*Production of crude petroleum, 1952-53, by districts and fields, in thousand barrels*

[Oil & Gas Journal]

District and field	1952	1953	District and field	1952	1953
Southeast:			Southeast—Continued		
Arrowhead-----	809	953½	Lovington and East-----	1, 136	2, 472½
Grayburg-Jackson-----	1, 353	1, 162	Other-----	14, 648	22, 183
Hare-----	2, 027	2, 047	Northwest 2-----	566	755
Hobbs-----	(1)	(1)			
Langlie-Mattix-----	1, 635	1, 669	Total-----	22, 174	31, 042

<sup>1</sup> Included in "Other" fields.

<sup>2</sup> Bureau of Mines data.

[2 leads]

Source: Department of Commerce, Bureau of the Census.

14.82. An en-quad bearoff is used on each side of the parallel rule separating the two parts of a double-up table. This applies also to leaders, dashes, and fractions in the last column of the first part, but not to rules in boxheads. (See also rules 14.119-14.121, p. 192.)

XII-----	4, 530	6, 270	7, 000	XIV—Con--	7, 620	10, 550	11, 750
	(8, 710)	(13, 560)	(15, 060)		(13, 330)	(18, 480)	(20, 500)
XIII-----	5, 620	7, 770	8, 660	XV-----	8, 450	11, 700	13, 000
	(10, 900)	(15, 080)	(16, 750)		(15, 060)	(20, 900)	(23, 180)
XIV-----	6, 170	8, 550	9, 520	XVI-----	10, 500	14, 610	16, 270
	(11, 890)	(16, 500)	(18, 300)		(16, 090)	(22, 300)	(24, 800)

## Figure columns

14.83. Figures aline on the right. In a crowded table the en-quad bearoff may be omitted from the figure columns ("Figs. against"); but if only a few figures will touch the rule on the left, it is preferable to retain the bearoff on the right. The whole table, including all parts of a divided table, must be treated alike. (For example, see rule 14.30, p. 183.)

14.84. A one-line overrun in a figure column is set flush on right; an overrun of more than one line is indented an em on left under first line and is followed by a period. Thin commas and justifying spaces are used.

41, 43, 51, 54, 55, 56,  
57, 69, 70, 73

24, 27, 31, 33, 37, 41,  
43, 44, 47, 48, 49,  
51, 53, 54, 61.

14.85. When figures occur in parentheses, the parentheses are set against the rule and the figures alined on right. In tables set "Figs. against," parentheses are cleared. (For example, see rule 14.82.)

14.86. In double rows of figures in a single column, connected by a dash, a plus or minus sign, or the word *to* or a similar connecting word, and in dates appearing in the form 2-12-43, the dashes, signs, or words are alined.

14.87. Plus or minus signs at the left of figures are placed close to the figures regardless of alinement; plus and minus signs at the right of figures are placed against the rule and are cleared. (For example, see rule 14.38, p. 185.)

14.88. Words and Roman numerals in figure columns are alined on the right with the figures, without period.

Median value of livestock.....	\$224	\$62	-----
Median value of machinery.....	\$54	Small	-----
Median value of furniture.....	\$211	\$100	-----
Possessing automobiles.....percent.....	25	17	-----
Median age.....years.....			5.5
Median value.....			\$144
Fraternal membership:			
Men.....		IV	486
Women.....			None

14.89. For symbols and letters in columns, see rules 14.146-14.146.3, pages 196-197.

14.90. Figures (including decimal and common fractions) expressing mixed units of quantity (feet, dollars, etc.) and figures in parentheses are alined on the right.

14.91. Decimal points are alined except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals.

14.92. Copy preparers should indicate at top of each folio the clear necessary for decimals; indicated clear does not include bearoff.

14.93. In a table that is doubled up, the maker-up should transpose unnecessary clearance space so that all columns will have the proper bearoff. (For examples, see rules 14.81, 14.82, p. 189.)

### Footnotes and references

14.94. Footnotes to tables are numbered independently from footnotes to text.

14.95. Superior figures are used for footnote references, beginning with 1 in each table.

14.96. If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.

14.97. When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. (See rule 16.14, p. 214.) These, in the same sequence, precede mathematical signs. A thin space is not used to bear off an asterisk, dagger, or similar character.

14.98. If a reference is repeated on another page, it should carry the original footnote; but, to prevent repetition, especially of a long note, it may carry instead, as a cross-reference, the words "See footnote 1 [or 2, 3, etc.], p. —."

14.99. Footnote references are repeated in boxheads or in continued lines over tables unless special orders are given not to do so.

14.100. References to footnotes are numbered consecutively across the page from left to right, and across both pages in a parallel table. (For examples, see pp. 202-205.)

14.101. Footnotes to a parallel table begin on the even page unless there are no references on that page. With references on each page, footnotes are made up in approximately equal depth on both pages.

14.102. In a divide table, references to footnotes are numbered consecutively across and down the first part of the divide, then similarly in the second part.

14.103. Footnote references are placed at the right in reading columns and date columns, and at the left in figure columns (also at the left of such words as *None* in figure columns) and in symbol columns, and are borne off. However, if a date column is the last column, the references are placed at the left. (See also rule 14.57, p. 187; p. 202.)

14.104. Two or more footnote references occurring together are separated by spaces, not commas. (For example, see rule 14.152, p. 201.)

14.105. In a figure or date column, a footnote reference standing alone is set in parentheses and centered. In a reading column, it is set at the left in parentheses and is followed by leaders, but in the last column it is followed by a period and quads, as if it were a word.

14.106. Numbered footnotes are placed immediately beneath the table. However, if a sign or letter reference in the heading of a table is to be followed, it is not changed to become the first numbered reference mark, and the footnote to it precedes all other footnotes. If the table runs over more than one page, the appropriate footnotes go with each page.

14.107. For better makeup or other reason, all footnotes may be placed at the end of a table making more than one page. It is then necessary to supply at the bottom of each page "See footnotes at end of table, p. —."

14.108. If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, and the two groups are separated by a 50-point rule flush on left; but if there are footnotes to the text and none to the table, the 50-point rule is omitted.

14.109. Footnotes to cut-in and indented tables and tables in rules are set in the same measure as the tables.

14.110. Footnotes are set as paragraphs, but two or more short footnotes may be combined by the maker-up in one line, with the blank spaces equalized, provided the spaces are not less than 2 ems. (See rule 2.98, p. 14.)

14.111. In a series of short footnotes, the reference numbers are aligned on the right.

14.112. Footnotes in measures 30 picas or wider are set doubled up.

14.113. The footnotes and notes to tables are set solid if the table is solid and leaded if the table is leaded.



14.114. Footnotes and notes to tables are usually set in type 2 points smaller than the table, but not smaller than 6 point.

14.115. Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.

14.116. In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence. (For fractions, see rule 14.122.)

14.117. If a footnote consists entirely or partly of a table or leader-work, the table is indented 3 ems on left. It should always be preceded by introductory matter carrying the reference number; if necessary, copy preparer should add an introductory line, such as "See the following table:".

14.118. An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by 2 leads.

### Fractions

14.119. Piece and em fractions are set flush to the rule on the right. Whole numbers clear the fractions throughout the columns except in columns containing numbers indicating mixed units (such as pounds, dollars, and percentages), which are alined on the right.

14.120. Where fractions of different length occur in the same column, the longest is set flush to the rule on the right and the others are set to aline with it on the left. Copy preparers should indicate at top of each column the clear necessary for fractions.

Total length.....	40¾	41	0.42	43	44	0.455	46	47	48	½ inch.
Sleeve length.....	10¾	10	10	10	11	11	11	11	11	1 inch.
Armhole length.....	8¾	8½	9	9½	9½	10	10½	10½	11	Do.
Sleeve cuff length (if cuff is used).....	5½	5½	5½	5½	5½	5½	5½	5½	5½	Maximum.
Neck opening.....	26½	26	27½	28½	28	29½	30	30	31	2 inches.
Waist:										
7, 8, 9, 10 cut.....	23½	24	25½	27½	28	29½	31	32	33½	6 percent.
11, 12, 14 cut.....	22½	23½	25	26½	27½	29	30½	31½	33	Do.

14.121. In a table that is continued or doubled up, the maker-up should transpose unnecessary clearance space so that all columns will have the proper bearoff. (See examples, rules 14.81, 14.82, p. 189.)

14.122. Fractions standing alone are expressed in figures, even at the beginning of a line, but not at the beginning of a footnote.

### Headnotes

14.123. Headnotes should be set in lowercase, 2 points smaller than the table but not smaller than 6 point, bracketed, and period omitted at end, even if the last statement is a complete sentence; but periods should not be omitted internally if required by sentence structure.

14.124. Headnotes are not repeated with continued heads unless necessary to make table clear. (See rule 14.139.1, p. 195.)

### Indentions and overruns

#### Subentries

14.124.1. The indentation of subentries is determined by the width of the stub or reading column. Subentries in columns more than 15 ems wide are indented in 2-em units; in columns 15 ems or less, with short entry lines and few overruns, 2-em indentions are also used. All overruns are indented 1 em more.





### Italic

**14.125.** Names of vessels and aircraft (except in reading columns consisting entirely of such names), titles of legal cases (except *v.* for *versus*), and certain scientific terms are set in italic. The word "Total" and headings in the column do not affect the application of this rule.

**14.126.** Set "See" and "see also" in roman. (See rule 16.21, p. 214.)

### Leaders

**14.127.** Leaders run across the entire table except that they are omitted from a last reading column or a first or last date column. (For example, see rule 14.53, p. 186; pp. 202-203.)

**14.128.** If there is only one reading column in a table, leader from bottom line of an overrun, but when several items are listed on one item in stub, without brace and cleared, leader from top line.

**14.129.** If there is more than one reading column, leader from top line, and the overrun ends with a period. (For example, see rule 14.53, p. 186; pp. 202-203.)

**14.130.** A standard date column is not regarded as a reading column.

**14.131.** In parallel tables and in tables with tracing figures on left and right of page, leader from top line. (See example, pp. 202-203.)

### Letterspaced words

**14.132.** To avoid letterspacing of lines, reading columns and runup heads of 12 ems or less are to be set ragged on right, with uniform 3-em spacing between words throughout. Lines are to be set as full as possible, in conformity with proper word division. (See also rules 14.23-14.25, p. 180.)

In columns over 12 ems in width, words in a line are letterspaced if more than 1½ ems would be required between words. All of a short word is letterspaced rather than only part of a long one.

769	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.	Columbus, Ohio (VOR), black skeleton tower, small white house, black base. Columbus, Ohio (VOR), black skeleton tower, small white house, black base.
770	-----do-----	-----do-----	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.
	← 10 ems →	← 12 ems →	← over 12 ems—set full →

### Numerals in tables

**14.133.** Figures, ordinals, and fractions are used in all parts of a table, except fractions which will be spelled out at the beginning of a footnote. (See also rules 14.116, 14.122, p. 192; 14.145, p. 196.)

**Overruns.** (See "Indentions and overruns," p. 192.)

### Parallel and divide tables

**Parallel tables.** (For examples, see pp. 204-205.)

**14.134.** Parallel tables are set in pairs of pages, beginning on a left-hand page and running across to facing right-hand page.

**14.135.** Heads and headnotes center across the pair of pages, with 2-em hanging indention for 3 or more lines when combined measure exceeds 30 picas in width. Two-line heads are set across the pair of

pages. A single-line head or headnote is divided evenly, each part set flush right and left, respectively. Words are not divided between pages.

14.136. Boxheads are set as described on pages 180-183. Boxheads and horizontal rules aline across both pages.

14.137. Boxheads are not divided but are repeated, with *Continued* added.

14.138. Vertical rules are used on the right of even pages and on the left of odd pages.

14.139. Tracing figures are carried through from the outside columns of both pages and are set to "leader from the top line."

### Divide tables

14.139.1. In divide tables that are made up parallel, with stub column repeated, the head but not the headnote repeats on each succeeding page, with *Continued* added.

TABLE 1.—Data available in Source Book of Statistics of Income from corporation returns for the years 1956-57

[Excludes consolidated returns of inactive corporations]

Division and State	All industries	Agriculture, forestry, and fishery <sup>1</sup>	Mining	Construction	Manufacturing	Transportation, communication, and other public utilities	Wholesale and retail trade
United States.....	34,627,905	7,988,243	902,061	2,032,023	8,250,690	2,768,267	5,509,228
New England.....	328,287	54,315	841	20,801	118,074	22,664	50,112
Maine.....	204,215	38,756	533	11,906	68,160	15,062	31,473
New Hampshire.....	124,072	15,559	308	8,895	49,914	7,602	18,639
Middle Atlantic.....	7,059,570	442,137	235,385	453,940	2,210,034	700,217	1,329,225
New York.....	3,521,163	206,354	8,614	235,763	968,453	363,343	739,295

TABLE 1.—Data available in Source Book of Statistics of Income from corporation returns for the years 1956-57—Continued

[Headnotes are not repeated with continued headings unless necessary to make table clear]

Division and State	Finance, insurance, and real estate	Business and repair service	Personal service	Amusement, recreation, and related services	Professional and related services	Government	Industry not reported
United States.....	1,013,297	789,377	1,133,585	316,063	1,472,453	1,414,069	450,570
New England.....	5,900	9,369	10,973	2,310	13,815	13,735	6,376
Maine.....	3,586	5,179	6,504	1,457	8,253	9,295	4,029
New Hampshire.....	2,314	3,170	4,469	853	5,562	4,440	2,347
Middle Atlantic.....	341,574	183,586	290,986	14,541	374,017	309,017	123,832
New York.....	216,106	101,091	172,664	47,231	212,765	182,687	65,807

14.139.2. Tables with tracing figures or stub, or both, repeating on the left of odd pages, are divide tables and not parallel tables. Over such tables the heads are repeated, with *Continued* added. Outside vertical rules are not used.



Reading columns

14.140. Figures or combinations of figures and letters used to form a reading column aline on left and are followed by leaders. *Do.* is not used under such items. (See rule 14.146.2, below.)

14.141. The en dash is not to be used for *to* in a reading column; if both occur, change to *to* throughout.

14.142. Cut-in items following a colon are indented 2 ems in addition to the en quad used for bearoff.

14.143. Run in single entry under colon line; retain the colon.

14.144. The last word in a leader line must be followed by at least an en leader.

14.145. Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item. (See also rule 10.13, p. 151, and rules 11.10–11.12, pp. 167–168.)

Symbol columns

14.146. A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be remembered that a line or lines of reading matter changes the character of a symbol column into a reading column. A symbol column is not centered, except in tables in rules and where specifically requested. Blank lines in a last column are cleared. *Do.* is not used in a symbol or figure column.

14.146.1. In columns 5 ems or less in width, symbols, including columns consisting entirely of letters, are set flush on left, and spaces, not leaders, are used to complete line. Blank lines in a last column are cleared. No closing period is used.

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Specification symbol
GM(2)	Gasoline and diesel engine oil, SAE10 and SAE10W grades.	OR10	A	Fuel, grease, chassis, or soap base.	G. & D.
CG	Ball and roller bearing grease.	G075	N	Extreme pressure.	BR
OW <sup>1</sup>	Wheel-bearing grease.	OE20 <sup>2</sup>	X	<i>do.</i>	WBG <sup>3</sup>
G090	Grease not typified.			Further tests being conducted.	
	Universal gear lubricant.	S. & T.	B	Water-pump grease.	80D
(5 ems or less)	(Stub or reading column)	(5 ems or less)	(5 ems or less)	(Reading column)	(5 ems or less)

14.146.2. In columns over 5 ems in width, symbols are set flush on left, with leaders used to complete line. However, a last column is set with spaces to complete line and blank lines are cleared. Use closing period.

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Description or specification symbol
GM(2)-----	Gasoline and diesel engine oil, SAE grade.	OR10-----	A-----	Fuel, grease, chassis, or soap base.	G. & D.
Not listed---	Ball and roller bearing grease.	41-X-593---	A-----	Extreme pressure.	Awaiting further analysis.
<i>Do</i> -----	Wheel-bearing grease.	W-----	G-----	<i>do.</i>	<i>Do.</i> <sup>4</sup>
WGL-----	Heavy-duty oil.	PLE-----	N-----	Highly refined oil.	
HJB-----	Hydraulic jack lubricant.	APS-----	X-----	Low-temperature grease.	GKB.
(Reading column) (over 5 ems)	(Stub or reading column)	(Reading column) (over 5 ems)	(Reading column) (over 5 ems)	(Reading column)	(Reading column) (over 5 ems)



**14.146.3.** Columns composed of both symbols and figures are treated as figure columns and are set flush on right. In case of blank lines in a last column, leaders will be used as in figure columns.

Symbol or catalog No.	Typical commercial designation	Symbol or product No.	Symbol or filing order symbol	General description	Symbol or specification No.
WBD	Chassis grease, cup grease, under pressure.	961	A	Especially adapted to very cold climates.	1359
14L88	Water-pump bearing grease-----	SWA	352	Under moderate pressure-----	
5190	Exposed gear chain lubricant-----	12L	N	High-speed use-----	AE10
	E.P. hypoid lubricant-----	863	X	For experimental use only-----	NXL
376	Special grade for marine use-----		468	Free flowing in any weather-----	749
(Treat as figure column) (5 ems or less)	(Stub or reading column)	(Treat as figure column) (5 ems or less)	(Treat as figure column) (5 ems or less)	(Reading column)	(Treat as figure column) (5 ems or less)

# Tables in rules

**14.147.** In tables consisting entirely of figure columns, including fractions, figures are centered in each column and alined on right. Leader and dash lines are borne off 1 em from each side. In narrow columns, figures, leaders, and dashes are borne off an en space. First and last columns must always bear off a full em quad from outside rules.

*The following statistics cover the average cost per head for the State after taxes in 1950*

	Cattle and calves	Hogs	Sheep
Manager's salary <sup>1</sup> -----	\$0. 0409	\$0. 0259	\$0. 0054
Yarding expenses-----	. 1231	. 0536	. 0182
Office expenses-----	. 0981	. 0622	. 0131
<input type="checkbox"/> Administrative and general expense <sup>2</sup> -----	. 0973	. 0617	. 0129
Total unit costs-----	<input type="checkbox"/> . 3594 <input type="checkbox"/>	<input type="checkbox"/> . 2034 <input type="checkbox"/>	<input type="checkbox"/> . 0496 <input type="checkbox"/>
Number of head-----	110, 305	91, 330	108, 221

<sup>1</sup> Manager's salary will be higher after Jan. 1, 1951.

<sup>2</sup> Administrative and general expenses which involve the construction of all necessary new buildings.

## Statistical tables of performance and results—Bureau of School Medical Inspection SCHOOL ENROLLMENT

	1946-47	1945-46	1944-45	1943-44	1942-43
<input type="checkbox"/> Enrollment, October:					
White-----	63, 360	61, 825	62, 118	63, 965	52, 693
Colored-----	41, 355	39, 532	38, 786	37, 462	35, 400
Total-----	# 104, 715	# 101, 357	# 100, 904	# 101, 427	# 88, 093 <input type="checkbox"/>
Number medical inspections during 1 year:					
White-----	19	19	19	19	19
Colored-----	10	10	10	10	10
Total-----	29	29	29	29	29
Pupils per inspection:					
White-----	3, 334	3, 254	( <sup>1</sup> )	#-----#	4, 086
Colored-----	4, 135	3, 953	3, 879	3, 746	-----

<sup>1</sup> Records incomplete for 1944-45.

TABLE 2.—*Variation of motor method ratings with pressure*<sup>1</sup>

Chamber pressure	Venturi diameter	Detonation meter giving the octane number and micrometer reading		Bouncing pin	
		Rating octane No.	Micrometer	Rating octane No.	Micrometer
FUEL 1					
<i>Inch Hg</i>	<i>Inch</i>		<i>Inch</i>		<i>Inch</i>
29.6	$\frac{9}{16}$	70.1	0.510		
29.6	$\frac{9}{16}$	□-----□	-----	69.4	0.527
29.0	$\frac{9}{16}$	70.8	.484	69.4	.509
28.0	$\frac{9}{16}$	70.0	.450	68.5	.479
27.0	$\frac{9}{16}$	69.2	.420	68.2	.449
26.0	$\frac{3}{4}$	68.9	.506	69.3	.499
25.0	1	68.6	.462	68.9	.472
23.0	$\frac{3}{4}$	68.0	.391	68.2	.398
21.0	$\frac{3}{4}$	-----	-----	67.8	.314

<sup>1</sup> Variation to nearest thousandth.

14.147.1. In a table with one or more reading columns, including stub column, the text is borne off an en space from all inside rules, but first and last columns must be borne off an em quad from outside rules. Leader and dash lines in stub or reading columns are set without bearoff, as in regular tabular composition.

TABLE 1.—*Fuels used in test program*

No.	Fuel composition	Nominal octane number	
		Motor method	Research method
1	#60% X-6, 40% <i>n</i> -heptane-----	69.6	80.3
2	86% X-6, 14% <i>n</i> -heptane-----	-----	100.0
3	52% isooctane, 48% <i>n</i> -heptane, 2 ml TEL blend/gallon-----	75.6	74.7
4	74% isooctane, 26% <i>n</i> -heptane, 2 ml TEL blend/gallon-----	75.3	-----
5	80 octane number commercial gasoline: catalytic cracked, thermal cracked, and straight-run components without lead.	60.8	60.9

TABLE 2.—*Nutrient solution in relation to pycnospore of M. melonis*

Medium	Germination	Description of germ tubes
□ Modified Duggar's solution-----	<i>Percent</i> 45	Spores swollen only slightly; germ tubes □ short and no branches.
2-percent orange extract in modified Duggar's solution.	73	Spores swollen moderately; germ tubes longer than above and occasionally branched.
2-percent orange extract in distilled water.	98	Spores swollen normally; germ tubes vigorous, long and profusely branched.

14.147.2. In half-measure, double-up table, the inside stub or reading column on right half of table is borne off an em quad from the parallel dividing rule.

TABLE 2.—*Varietal reactions of pea and bean to the Wisconsin pea stunt virus tested in 1950*<sup>1</sup>

Bean variety	Plants inoculated	Plants diseased	Bean variety	Plants inoculated	Plants diseased
	<i>Number</i>	<i>Number</i>		<i>Number</i>	<i>Number</i>
<input type="checkbox"/> Alaska.....	29	2	<input type="checkbox"/> Bountiful.....	8	7
Alderman.....	25	11	Dwarf Horticultural.....	13	1
Bonneville.....	19	6	Great Northern University of Illinois No. 1.....	3	5
Canner King.....	19	9	Idaho Refugee.....	3	3
Delwiche Commando University of Wisconsin No. 1.....	18	6	Michelite.....	5	12
Glacier.....	21	14	Pinto.....	17	6

<sup>1</sup> Tests made in Illinois and Wisconsin.

14.148. Matter in boxheads takes no extra bearoff.

14.149. Centerheads and headnotes are set the full measure of the job. Short footnotes are set the width of the table; but for good typographic appearance, long footnotes should be set the full measure of the job. (See rule 14.147, p. 197.)

### Tables without rules

14.150. In tabular matter set without down rules, the same arrangement and bearoff for figures prevails as in ruled tables, except that leaders and dashlines also bear off an en space on both sides. Thus a full em space appears between columns. Unless otherwise specified, tables without rules are set in 6 or 8 point.

14.151. Column heads over figure columns in 6- or 8-point tables are set in 6-point italic, solid. These heads align on bottom across the table, with 1 lead separating head from table.

14.151.1. Horizontal cutoff dashes (or rules or braces) used between a spread or upper level column heading carried over two or more lower level column headings are set continuous and without break, from left to right, between the two levels of such headings. An en-space bearoff on either side of the spread measure must be allowed to separate it from any adjacent columns not a part of the same group heading.

TABLE 9.—*Changes in fixed assets and related allowances*

	<i>Fixed assets</i>					
	<i>Balance</i>		<i>Investment</i>		<i>Operations</i>	
	<i>June 30, 1955</i>	<i>(table 9-a)</i>	<i>Current additions</i>	<i>Adjustments</i>	<i>Transfers</i>	<i>Retirements</i>
Supporting and general facilities:						
<input type="checkbox"/> Transportation and utilities:						
<input type="checkbox"/> Panama Railroad.....	12, 123, 197		306	-----	(539)	(234, 358)
Motor Transportation Division.....						
Steamship line.....	2, 242, 999		122, 597	-----	2, 143	(147, 561)
Power system.....	13, 653, 989		10, 247	-----		
Communication system.....	19, 364, 373		366, 311	-----	(342)	(290, 174)
Water system and hydroelectric facilities.....	2, 739, 012		151, 819	(113, 261)	-----	(26, 100)
Total transportation and utilities.....	10, 590, 820		104, 039	-----	1, 661	(48, 920)
Total transportation and utilities.....	60, 714, 390		755, 319	(113, 261)	2, 923	(797, 113)
<input type="checkbox"/> Employee service and facilities:						
Commissary Division.....	7, 012, 701		105, 952	(130, 891)	21, 777	(36, 418)
Service centers.....	3, 684, 670		29, 086	-----	530	(230, 276)
Housing Division.....	35, 729, 465		(10, 336)	-----	(485, 548)	(937, 916)
Total employee services and facilities.....	46, 426, 836		124, 702	(130, 891)	(463, 241)	(1, 204, 610)
Grand total.....	107, 141, 226		880, 021	(244, 152)	(466, 164)	(2, 001, 723)



14.151.2. More than one figure column, also illustrating use of dollar mark, dashline, bearoff, etc. (Note clearance in figure columns.)

For property purchased from—

Central Pipeline Distributing Co.:

Capital stock issued, recorded amount..... \$75, 000

Undetermined consideration recorded..... 341

Pan American Pipeline Co.: Recorded money outlay... 3, 476

M. J. Mitchell: Recorded money outlay..... 730

R. Lacy, Inc., and Lynch Refining Co.:

Recorded money outlay..... ☐ \$157, 000

Note issued..... 100, 000

Subtotal..... 257, 000

Less value of oil in lines and salvaged construction material..... 26, 555

230, 445

☐ \$309, 992

For construction, improvements, and replacements, recorded money outlay..... 522

For construction work in progress, recorded money outlay..... 933, 605

Total..... ☐ 1, 244, 119

Use:

	Quantity (million cubic feet)	Value at point of consumption
Residential.....	34, 842	<input type="checkbox"/> \$21, 218, 778
Commercial.....	14, 404	5, 257, 468
Industrial:		
Field (drilling, pumping, etc.).....	<input type="checkbox"/> 144, 052	10, 419, 000
All other industrial:		
Fuel for petroleum refineries.....	96, 702	
Other, including electric utility plants...	346, 704	61, 440, 000
	636, 704	98, 335, 246

General account:

	1953	Estimated 1957	Change
Receipts.....	<input type="checkbox"/> \$64, 800	<input type="checkbox"/> \$69, 800	<input type="checkbox"/> +\$5, 000
Expenditures.....	(70, 300)	(67, 100)	(-3, 200)
Net improvement, 1957 over 1953.....			1, 800
Deduct 1953 deficit.....			1, 500
Net surplus, estimated for 1957.....			<input type="checkbox"/> 300

[In U.S.-dollar equivalent]

Balance with the Treasury Department July 1, 1954..... ☐ \$165, 367, 704. 85

Receipts:

Collections..... ☐ \$564, 944, 502. 99

Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 1953..... 4, 450, 577. 07

Total receipts..... 569, 395, 080. 06

Total available..... 734, 762, 784. 91



**Total, mean, and average lines.** (See rules 14.124.3–14.124.5, p. 193.)

### Units of quantity

**14.152.** Units of quantity in stub columns are set in lowercase and placed on the right, 1-em leader from the rule. If the item does not make a full line but is too long to permit the insertion of the unit of quantity, the line is quadded out and the unit of quantity is placed on the next line at the right, preceded by quads and followed by a 1-em leader.

Aluminum, molybdenum, titanium, ferromanganese, and other metals.....	pounds.....	(1 2)	(1 2)	179, 177, 116 1	2 32, 700, 000
Cement.....	short tons.....	2 6, 853, 796	2 9, 866, 102	2 8, 251, 038	2 11, 687, 089
Clay products (other than pottery, refractories).....	short tons.....		2 6, 883, 109		2 4 5, 820, 000
Coke.....	do.....	4, 468, 437	2 25, 526, 646	5, 080, 403	2 29, 519, 871
Diatomite.....	do.....	(1)	(1)	(1)	(1)
Emery.....	do.....	765	6, 828	1, 046	9, 349
Feldspar (crude) 1.....	long tons.....	(1)	(1)	(1)	(1)
Ferroalloys.....	short tons.....	183, 465	2 18, 383, 766	259, 303	2 30, 719, 756

Aluminum, molybdenum, titanium, ferromanganese, and other metals.....	Port of New York.....	(1 2)	179, 177, 116	2 32, 700, 000
Cement.....	do.....	2 9, 866, 102	2 8, 251, 038	2 11, 687, 089
Clay products (other than pottery, refractories).....	Baltimore.....	2 6, 883, 109		2 4 5, 820, 000
Coke.....	do.....	2 25, 526, 646	5, 080, 403	2 29, 519, 871
Diatomite.....	Richmond.....	(1)	(1)	(1)
Emery.....	do.....	6, 828	1, 046	9, 349
Feldspar (crude) 1.....	Norfolk.....	(1)	(1)	(1)
Ferroalloys.....	do.....	2 18, 383, 766	259, 303	2 30, 719, 756

**14.153.** *Do.* is used under a spelled unit of quantity in a stub and in an independent column consisting entirely of such units, but *do.* is never used under an abbreviated unit of quantity.

**14.154.** Over figure columns, units of quantity and other words used as headings, and the abbreviations *a.m.* and *p.m.*, if not included in the boxheads, are set in 6-point italic and are placed immediately above the figures, without periods other than abbreviating periods. Any well-known abbreviation will be used to save an overrun, but if one unit of quantity is abbreviated, all in the same table will be abbreviated. If units change in a column, the new units are set in italic, with full quadline above and no space below. (See examples, p. 202.)

**14.155.** Units of quantity and other words as headings over figure columns are used at the beginning of a table or at the head of a continued page or continued column in a double-up table.





## PARALLEL

CHART I.—Data available in the Source Book of Statistics

(For list of major and minor

NOTE.—Under each classification data are shown (1) in composite,

Fiscal year or month	Budget receipts and expenditures <sup>1</sup>			Trust account and other transactions, net receipts, or expenditures (—) <sup>4</sup>	Clearing account <sup>5</sup>
	Net receipts <sup>2</sup>	Expenditures <sup>3</sup>	Surplus, or deficit (—)		
1932-----	\$1,923,913,117	\$4,659,202,825	—\$2,735,289,708	<sup>11</sup> —\$5,178,050	-----
1933-----	2,021,212,943	4,622,865,025	—2,601,652,085	—5,009,989	-----
1934-----	3,064,267,912	6,693,899,854	—3,629,631,943	834,880,108	-----

## PARALLEL TABLE WITH

TABLE 6.—Corporation returns with balance sheets,<sup>1</sup> 1949, by total assets classes, no net income:<sup>3</sup> Number of returns, selected assets and liabilities, selected in cash and assets other than own stock; also, for returns with net income, the

[Total assets classes and money

		Major industrial groups				
		Finance, insurance, real estate, and lessors of real property in 1957			Services	
		Insurance carriers, agencies, and agents	Real-estate, except lessors of real property other than buildings	Lessors of real property, except buildings	Total services	Hotels and other lodging places
		Insurance agents and brokers				
1	Number of returns <sup>4</sup> -----	5,341	76,010	3,589	29,468	3,584
2	Receipts:					
3	Gross sales <sup>7</sup> -----		23,089		1,314,378	437,633
3	Gross receipts from operations <sup>8</sup> -----	349,983	1,065,196	-----	5,823,484	714,254
4	Interest on Government obligations (less amortizable bond premium):					
5	Wholly taxable <sup>9</sup> -----	373	8,631	4,084	4,075	1,194
5	Subject to surtax only <sup>10</sup> -----	24	314	70	123	8
6	Wholly tax exempt <sup>11</sup> -----	17	621	117	652	12



TABLE

of Income from corporation returns for the years 1926-49

industrial groups, see chart II)

(2) for returns with net income, and (3) for returns with no net income

Public debt, net increase or decrease (—)	Cash balance in account of the Treasurer of the United States, net increase or decrease (—)	Amount, end of period				
		Cash balance in account of the Treasurer of the United States	Debt outstanding <sup>6</sup>			
			Public debt <sup>7</sup>	Guaranteed obligations <sup>8</sup>	Total <sup>9</sup>	Subject to limitation <sup>10</sup>
\$2,685,720,952	—\$54,746,805	\$417,197,178	\$19,487,002,444	-----	\$19,487,002,444	(12)
3,051,670,116	445,008,042	862,205,221	22,538,672,560	-----	22,538,672,560	(12)
4,514,468,854	1,719,717,020	2,581,922,240	27,053,141,414	\$680,767,817	27,733,909,231	(12)

## TRACING FIGURES

and by major industrial groups,<sup>2</sup> for returns with net income and returns with receipts, compiled net profit or net loss, net income or deficit, and dividends paid income tax

figures in thousands of dollars]

Major industrial groups—Continued							
Services—Continued							Nature of business not allocable
Personal services	Business services	Automotive repair services and garages	Miscellaneous repair services, hand trades	Motion pictures	Amusement, except motion pictures	Other services, including schools	
<sup>5</sup> 6,689	6,067	2,488	<sup>6</sup> 1,190	3,558	2,822	3,070	902
312,555	181,732	113,906	88,304	72,602	51,215	56,431	57,971
865,090	1,599,119	157,940	113,000	1,480,924	431,053	462,104	17,938
259	734	126	24	1,041	358	339	41
11	69	1	3	7	6	18	15
<sup>12</sup> 34	40	1	-----	542	2	21	23

TABLE OF MONOTYPE MEASURES FOR MOST FREQUENTLY USED SET SIZES

[Lightface denotes flat measures—boldface denotes measures including squeeze]

Measure	6-Set	7-Set	8-Set	8½-Set	9-Set	10-Set	10½-Set	12-Set
Picas Pts.	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units
1½	1	0.15	0.14	0.13	0.12	0.11	0.10	0.9
1	2	1.13	1.9	1.7	1.6	1.4	1.3	1
1½	3	2.10	2.4	2.2	2	1.14	1.13	1.9
2	4	3.8	3	2.15	2.12	2.7	2.5	2
2½	5	4.5	3.13	3.10	3.6	3	2.15	2.9
3	6	5.3	4.9	4.4	4	3.11	3.8	3
3½	7	6	5.4	4.17	4.12	4.4	4	3.9
4	8	6.15	6	5.12	5.6	4.14	4.10	4
4½	9	7.13	6.13	6.6	6	5.7	5.3	4.9
5	10	8.10	7.9	7.1	6.12	6	5.13	5
5½	11	9.8	8.4	7.14	7.6	6.11	6.5	5.9
6	12	10.5	9	8.8	8	7.4	6.15	6
6½	13	11.3	9.13	9.3	8.12	7.14	7.8	6.9
7	14	12	10.9	9.16	9.6	8.7	8	7
7½	15	12.15	11.4	10.11	10	9	8.10	7.9
8	16	13.13	12	11.5	10.12	9.11	9.3	8
8½	17	14.10	12.13	12	11.6	10.4	9.13	8.9
9	18	15.8	13.9	12.13	12	10.14	10.5	9
9½	19	16.5	14.4	13.7	12.12	11.7	10.15	9.9
10	20	17.3	15	14.2	13.6	12.1	11.8	10
10½	21	18	15.13	14.15	14	12.11	12	10.9
11	22	18.15	16.9	15.10	14.12	13.4	12.10	11
11½	23	19.13	17.4	16.4	15.6	13.14	13.2	11.9
12	24	20.10	18	16.17	16	14.7	13.13	12
12½	25	21.8	18.13	17.12	16.12	15	14.5	12.9
13	26	22.5	19.9	18.6	17.6	15.11	14.15	13
13½	27	23.3	20.6	19.1	18	16.4	15.8	13.9
14	28	24	21	19.14	18.12	16.14	16	14
14½	29	24.15	21.13	20.8	19.6	17.7	16.10	14.9
15	30	25.13	22.9	21.3	20	18	17.2	15
15½	31	26.10	23.4	21.16	20.12	18.11	17.13	15.9
16	32	27.8	24.2	22.11	21.6	19.4	18.5	16
16½	33	28.5	24.13	23.5	22	19.14	18.15	16.9
17	34	29.3	25.9	24	22.12	20.7	19.8	17
17½	35	30	26.4	24.13	23.6	21	20	17.9
18	36	30.15	27	25.7	24	21.11	20.10	18
18½	37	31.13	27.13	26.2	24.12	22.4	21.2	18.9
19	38	32.10	28.9	26.15	25.6	22.14	21.13	19
19½	39	33.8	29.4	27.9	26	23.7	22.5	19.9
20	40	34.5	30	28.4	26.12	24	22.15	20
20½	41	35.3	30.14	28.17	27.6	24.11	23.8	20.9
21	42	36	31.9	29.12	28	25.4	24	21
21½	43	36.15	32.4	30.6	28.12	25.14	24.10	21.9
22	44	37.13	33	31.1	29.6	26.7	25.2	22
22½	45	38.10	33.14	31.14	30	27	25.13	22.9
23	46	39.8	34.9	32.8	30.12	27.11	26.5	23
23½	47	40.5	35.4	33.3	31.6	28.4	26.15	23.9
24	48	41.3	36	33.16	32	28.14	27.8	24
24½	49	42	36.13	34.11	32.12	29.7	28	24.9
25	50	42.15	37.9	35.5	33.6	30	28.10	25
25½	51	43.13	38.4	36	34	30.11	29.3	25.9
26	52	44.10	39	36.13	34.12	31.4	29.13	26
26½	53	45.8	39.13	37.7	35.6	31.14	30.5	26.9
27	54	46.3	40	38.2	36	32	30.15	27
27½	55	47.3	41.4	38.15	36.12	32.7	31.8	27.9
28	56	48	42	39.9	37.6	33.11	32	28
28½	57	48.15	42.14	40.4	38	34	32.10	28.9
29	58	49.13	43.9	40.17	38.12	34.14	33.3	29
29½	59	50.10	44.4	41.12	39.6	35.7	33.13	29.9
30	60	51.8	45	42.6	40	36	34.5	30

TABLE OF MONOTYPE MEASURES FOR MOST FREQUENTLY USED SET SIZES—Continued

[Lightface denotes flat measures—boldface denotes measures including squeeze]

Measure	6-Set	7-Set	8-Set	8½-Set	9-Set	10-Set	10½-Set	12-Set	
Picas Pts.	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	
30½ 31 31½ 32	2 6	61 62 63 64	52.5 52.10 53.3 53.8 54 54.5 54.15 55.2	45.13 46 46.9 46.14 47.4 47.9 48 48.5	43.1 43.5 43.14 44 44.8 44.12 45.3 45.7	40.12 40.16 41.6 41.10 42 42.4 42.12 42.16	36.11 36.15 37.4 37.8 37.14 38 38.7 38.11	34.15 35 35.8 35.11 36 36.3 36.10 36.13	30.9 30.12 31 31.3 31.9 31.2 32 32.3
32½ 33 33½ 34 34½ 35 35½ 36 36½ 37 37½ 38 38½ 39 39½ 40	2½ 7	65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	55.13 56.1 56.10 56.16 57.8 57.14 58.5 58.11 59.3 59.9 60 60.6 60.15 61.3 61.13 62.1 62.10 62.16 63.8 63.14 64.5 64.11 65.3 65.9 66 66.6 66.15 67.3 67.13 68.1 68.10 68.16	48.13 49.1 49.9 49.15 50.4 50.10 51 51.6 51.13 52.1 52.9 52.15 53.4 53.10 54 54.6 54.13 55.1 55.9 55.15 56.4 56.10 57 57.6 57.13 58.1 58.9 58.15 59.4 59.10 60 60.6	45.16 46.4 46.11 46.17 47.5 47.11 48 48.6 48.13 49.1 49.7 49.13 50.2 50.8 50.15 51.3 51.9 51.15 52.4 52.10 52.17 53.5 53.12 54 54.6 54.12 55.1 55.7 55.14 56.2 56.8 56.14	43.6 43.11 44 44.5 44.12 44.17 45.6 45.11 46 46.5 46.12 46.17 47.6 47.11 48 48.5 48.12 48.17 49.6 49.11 50 50.5 50.12 50.17 51.6 51.11 52 52.5 52.12 52.17 53.6 53.11	39 39.5 39.11 39.16 40.4 40.9 40.14 41.1 41.7 41.12 42 42.5 42.11 42.16 43.4 43.9 43.14 44.1 44.7 44.12 45 45.5 45.11 45.16 46.4 46.9 46.14 47.1 47.7 47.12 48 48.5	37.2 37.6 37.13 37.17 38.5 38.9 38.15 39.1 39.7 39.11 40 40.4 40.10 40.14 41.2 41.6 41.13 41.17 42.5 42.9 42.15 43.1 43.7 43.11 44 44.4 44.10 44.14 45.2 45.6 45.13 45.17	32.9 32.13 33 33.4 33.9 33.13 34 34.4 34.9 34.13 35 35.4 35.9 35.13 36 36.4 36.9 36.13 37 37.4 37.9 37.13 38 38.4 38.9 38.13 39 39.4 39.9 39.13 40 40.4
40½ 41 41½ 42 42½ 43 43½ 44 44½ 45 45½ 46 46½ 47 47½ 48 48½ 49 49½ 50 50½ 51 51½ 52 52½ 53 53½ 54 54½ 55 55½ 56 56½ 57 57½ 58 58½ 59 59½ 60	3 9	81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120	69.8 69.16 70.5 70.13 71.3 71.11 72 72.8 72.15 73.5 73.13 74.3 74.10 75 75.8 75.16 76.5 76.13 77.3 77.11 78 78.8 78.15 79.5 79.13 80.3 80.10 81 81.8 81.16 82.5 82.13 83.3 83.11 84 84.8 84.15 85.5 85.13 86.3 86.10 87 87.8 87.16 88.5 88.13 89.3 89.11 90 90.8 90.15 91.5 91.13 92.3 92.10 93 93.8 93.16 94.5 94.13 95.3 95.11 96 96.8 96.15 97.5 97.13 98.3 98.10 99 99.8 99.16 100.5 100.13 101.3 101.11 102 102.8 102.15 103.5	60.13 61.2 61.9 61.18 62.4 62.11 63 63.7 63.13 64.2 64.9 64.16 65.4 65.11 66 66.7 66.13 67.2 67.9 67.16 68.4 68.11 69 69.7 69.13 70.2 70.9 70.16 71.4 71.11 72 72.8 72.13 73.2 73.9 73.16 74.4 74.11 75 75.7 75.13 76.2 76.9 76.16 77.4 77.11 78 78.7 78.13 79.2 79.9 79.16 80.4 80.11 81 81.7 81.8 82.2 82.9 82.16 83.4 83.11 84 84.7 84.8 85.2 85.9 85.16 86.4 86.11 87 87.7 87.8 88.2 88.9 88.16 89.4 89.11 90 90.7	57.3 57.10 57.16 58.5 58.11 59 59.5 59.12 60 60.7 60.13 61.2 61.7 61.14 62.2 62.9 62.15 63.4 63.9 63.16 64.4 64.11 64.17 65.6 65.12 66.1 66.6 66.13 67.1 67.8 67.14 68.3 68.8 68.15 69.3 69.10 69.16 70.5 70.10 70.17 71.4 71.11 71.7 72.6 72.12 73.1 73.6 73.13 74.1 74.8 74.14 75.3 75.8 75.15 76.3 76.10 76.16 77.5 77.11 78 78.5 78.12 79 79.7 79.13 80.2 80.7 80.14 81.2 81.9 81.15 82.4 82.9 82.16 83.4 83.11 83.17 84.6 84.12 85.1	54 54.6 54.12 55 55.6 55.12 56 56.6 56.12 57 57.6 57.12 58 58.6 58.12 59 59.6 59.12 60 60.6 60.12 61 61.6 61.12 62 62.6 63 63.6 64 64.6 64.12 65 65.6 65.12 66 66.6 66.12 67 67.6 67.12 68 68.6 68.12 69 69.6 69.12 70 70.6 70.12 71 71.6 71.12 72 72.6 72.12 73 73.6 73.12 74 74.6 74.12 75 75.6 75.12 76 76.6 76.12 77 77.6 77.12 78 78.6 78.12 79 79.6 79.12 80 80.6	48.11 48.16 49.4 49.9 49.14 50.1 50.7 50.12 51 51.5 51.11 51.16 52.4 52.9 52.14 53.1 53.7 53.12 54 54.5 54.11 54.16 55.4 55.9 55.14 56.1 56.7 56.12 57 57.5 57.11 57.16 58.4 58.9 58.14 59.1 59.7 59.12 60 60.5 60.11 60.16 61.4 61.9 61.14 62.1 62.7 62.12 63 63.5 63.11 63.16 64.4 64.9 65.7 65.12 66 66.5 66.11 66.16 67.4 67.9 67.14 68.1 68.7 68.12 69 69.5 69.11 69.16 70.4 70.9 70.14 71.1 71.7 71.12 72 72.5	46.5 46.10 46.15 47.2 47.7 47.12 48 48.5 48.10 48.15 49.2 49.7 49.13 50 50.5 50.10 50.15 51.2 51.7 51.12 52 52.5 52.10 52.15 53.2 53.7 53.13 54 54.5 54.10 54.15 55.2 55.7 55.12 56 56.5 56.10 56.15 57.2 57.7 57.13 58 58.5 58.10 58.15 59.2 59.7 59.12 60 60.5 60.10 60.15 61.2 61.7 61.13 62 62.5 62.10 62.15 63.2 63.7 63.12 64 64.5 65.3 66 64.10 64.15 65.2 65.7 65.13 66 66.5 66.10 66.15 67.2 67.7 67.12 68 68.5 68.10 68.15	40.9 40.14 41 41.5 41.9 41.14 42 42.5 42.9 42.14 43 43.5 43.9 43.14 44 44.5 44.9 44.14 45 45.5 45.9 45.14 46 46.5 46.9 46.14 47 47.5 47.9 47.14 48 48.5 48.9 48.14 49 49.5 49.9 49.14 50 50.5 50.9 50.14 51 51.5 51.9 51.14 52 52.5 52.9 52.14 53 53.5 53.9 53.14 54 54.5 54.9 54.14 55 55.5 55.9 55.14 56 56.5 56.9 56.14 57 57.5 57.9 57.14 58 58.5 58.9 58.14 59 59.5 59.9 59.14 60 60.5



## NOTES

## 15. LEADERWORK

(See also Abbreviations; Tabular Work)

**15.1.** Leaderwork is a simple form of tabular work without boxheads or rules. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, alining on the top line. In general, leaderwork (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work. Unless otherwise indicated, leaderwork is set in 8-point. The period is omitted immediately before leaders. (See also "Tables without rules," p. 199.)

### Bearoff

**15.2.** No bearoff is required at the right in a single reading column.

### Columns

**15.3.** A figure column is at least an en quad wider than the largest group of figures, but not less than 2 ems. Dashlines are to be the full width of the figure column.

Year:	Pounds
1952.....	255, 939, 000
1953 (out-of-State deliveries of natural gas from Louisiana, Mississippi, South Dakota, and Texas).....	376, 818, 000
1954.....	368, 233, 000
Total.....	#1, 000, 990, 000

**15.4.** If the last column is a reading column, leaders are run within an en quad of the first word; but if the first column overruns, it is indented an additional en space from the first word of the last column.

Particulars	Artist
To the French Government: The entire collection of French paintings on##Degas. loan, with the exception of Mlle. DuBourg (Mme. Fantin-Latour). Avant la Course.....	Do.
To Col. Axel H. Oxholm, Washington, D.C.: Martha Washington, George Washington, and Thomas Jefferson.	Attributed to Jonathan E. Earl, Los Angeles, Calif.
Roses.....	#Renoir.
Do.....	Forain.
Roses in a Chinese Vase and Sculpture by Maillol.	Vuillard.
Maternity.....	Gauguin.

### Continued heads

**15.5.** If leaderwork continues on a following page or is doubled up, continue center and side heads, including colon lines, in stub; also units of quantity or other words over figure and reading columns. In leaderwork set broad measure, no heads or units of quantity are repeated when the matter continues on the facing page. (See also rules 14.43-14.46, p. 186.)

### Ditto

**15.6.** The abbreviation *do.* is capitalized and preceded by quads in stub; it is capitalized and preceded and followed by quads in last reading column; it is lowercased when used under a unit of quantity in stub. (See rules 15.4, 15.22.)

## Dollar mark and ciphers

15.7. The dollar mark or any other money symbol is used at the beginning of each statement, on the first line of double-up matter, at the head of a continued statement, and on the first line of each cut-in group. A dollar mark or any other money symbol does not carry through leaders in leaderwork.

15.8. In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are alined on the right, and the dollar mark or other symbol is repeated before each sum of money. If several sums of money are grouped and added to make a total, they are separated from the nonmoney group by a parallel dash, and the symbol is placed on the first figure of the separated group only. (See rule 14.77, p. 188.)

15.9. If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

## Flush items and subheads

15.10. Flush items clear the figure column.

15.11. Subheads are centered in full measure; if they extend to the figure column, the figure column and an equal space on the left are cleared.

## Footnotes

15.12. Footnotes to leaderwork follow the style of footnotes to tables. (See "Footnotes and references," p. 190.)

15.13. Footnote references begin with 1 in each statement, and footnotes are placed at end of statement, separated from it by 2 leads. Separate notes from matter following by not less than 6 points.

15.14. If the leaderwork runs over from one page to another, the appropriate footnotes are carried on each page, and are repeated as necessary.

15.15. If the footnotes to leaderwork and text fall at bottom of page, the footnotes to leaderwork are placed above footnotes to text and the two groups are separated by a 50-point rule, flush on the left.<sup>1</sup>

## Units of quantity

15.16. Units of quantity or other words over a stub or figure column are set in 6-point italic and are separated from leaderwork by 2 points. These heads aline on the bottom. (See examples in rule 14.151.1, p. 199.)

## Examples

15.17. The example below shows the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

Baltimore & Ohio RR.:

Freight carried:

May	-----	Tons
June	-----	#150, 000
Coal carried	-----	152, 000

Pennsylvania RR.: Freight carried Jan. 1, 1938	-----	900, 000
	-----	121, 000

<sup>1</sup> Livestock not included.

<sup>1</sup> This shows the relative positions for footnotes in leaderwork and text on the same page.



15.18. If there is no colon line, the style is as follows:

Freight carried by the Pennsylvania R.R. and the Baltimore & Ohio RR. in May ----- Tons  
371, 500

15.19. Explanatory matter is set in 6-point under leaders (note omission of period):

-----  
(Name) (Address) (Position)

15.20. In blank forms, leaders used in place of complete words to be supplied are preceded and followed by a space.

On this ----- day of ----- 19--.

15.21. In half measure doubled up, units of quantity are alined across the page. (See also rule 16.22, p. 214.)

Seedlings:	Inches	Seedlings—Continued	Inches
Black locust-----	27	Osage-orange-----	20
Honey locust-----	16	Catalpa-----	16
Green ash-----	7	Black walnut-----	10

15.22. Mixed units of quantity and amounts and words in figure column are set as follows:

Capital invested-----	#	\$8, 000
Value of implements and stock-----		\$3, 000
Land under cultivation-----	acres	128. 6
Orchard-----	do	21. 4
Forest land-----	square miles	50

Livestock:

Horses:

Number-----	8
Value-----	\$1, 500

Cows:

Number-----	18
Estimated weekly production of butter per milk cow	
pounds--	7½

Hogs:

Number-----	46
Loss from cholera-----	None

15.23. Abbreviated unit of quantity repeated:

Height at shoulder (top of third dorsal), <i>Brontops robustus</i> -----	mm.	<sup>1</sup> 2, 311
Width of atlas, <i>Diploclonus tyleri</i> -----	mm.	320
Weight of specimen-----	oz.	6

<sup>1</sup> Estimated.

15.24. If there are no figures in a line, the leaders should be broken from those in preceding column by an en space.

Sales of shoes-----	\$1, 200
Loss on sales-----	#-----

## NOTES

## 16. TEXT FOOTNOTES, INDEXES, AND CONTENTS

### FOOTNOTES AND REFERENCE MARKS

(For footnotes in tabular work, see p. 190.)

16.1. Except as noted under "Abbreviations" (p. 149), footnotes to text follow the style of text.

16.2. In a publication divided into chapters, sections, or articles, each beginning a new page, text footnotes begin with 1 in each such division. In a publication without such divisional grouping, footnotes are numbered consecutively from 1 to 99, and then begin with 1 again. However, in supplemental sections, such as appendixes and bibliographies, which are not parts of the publication proper, footnotes begin with 1.

16.3. Copy preparers must see that references and footnotes are plainly marked, and must also indicate the measure if footnotes are to be doubled, or tripled.

16.4. On a job that is not completed, the last footnote number must be given to Chief Copy Preparer, who will enter it in copybook, so that there will be no question as to next footnote number.

16.5. If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy preparer may use the words "See footnote 3 (6, 10, etc.) on p. —" instead of the entire footnote.

16.6. Unless copy is otherwise marked: (1) Footnotes to 12-point text (except 12-point briefs) are set in 8 point; (2) footnotes to 11-point text are set in 8 point, except in Supreme Court reports, in which they are set in 9 point; (3) footnotes to 10- and 8-point text are set in 6 point. (See also "Courtwork," p. 230.)

16.7. Footnotes are set as paragraphs and are separated from the text by a 50-point rule on 6-point body, flush on the left, with 1 lead above and below the rule.

16.8. Footnotes to indented matter are set full measure.

16.8.1. To achieve faithful reproduction of indented excerpt material (particularly legal work) containing original footnotes, these footnotes are placed at bottom of excerpt, separated by 3 leads; no side dash is used. Reference numbers are not changed to fit numbering sequence of text footnotes.

16.9. Footnotes must always begin on the page carrying the reference. The breaking over of a footnote from one page to the next should be avoided; but when this is unavoidable, the break should not be made on a paragraph.

16.10. Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.

16.11. A cutoff dash is not required between the chart or graph and the footnotes.

16.12. For reference marks, roman superior figures, italic superior letters, or symbols (preferably the first) are used. Superior figures and letters are separated from the words to which they apply by thin

spaces, unless immediately preceded by periods or commas; footnote symbols are set closed up.

16.13. Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.

16.14. When symbols or signs are used for footnote reference marks, their sequence should be (\*) asterisk, (†) dagger, (§) double dagger, (§) section mark, and (||) parallel. Should more symbols be needed, these may be doubled or tripled, but for simplicity and greater readability, it is preferable to extend the assortment by adding other single-character symbols.

16.15. Symbols with commonly established other meanings likely to produce confusion, such as the percent mark (%) and the number mark (#), should not be used.

16.16. To avoid possible confusion with numerals and letters frequently occurring in charts and graphs, it is preferable in such instances to use symbols as reference marks.

16.17. When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.

16.18. A superior reference mark follows all punctuation marks except a dash, but falls inside a closing parenthesis or bracket if applying only to matter within the parentheses or brackets.

16.19. Two or more footnote references occurring together are separated by thin spaces, not commas.

16.20. In a series of short footnotes, reference numerals or letters are alined on the right.

## INDEXES AND TABLES OF CONTENTS

16.21. Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic.

16.22. *Page, section, paragraph, etc.*, over figure columns are set in roman, flush on right, with 1 lead below even in solid matter. However, to avoid excess space caused by short entry lines, *page, etc.*, will be lowered to within 1 lead of figure column. This treatment does not apply to contents with more than one figure column or to two-column indexes. (See also rule 16.32, p. 215.)

ANNUAL REPORT OF THE SECRETARY OF THE TREASURY	455
Notes—Continued	
Treasury:	
Marketable:	Page
Exchanges.....	459
ANNUAL REPORT OF THE SECRETARY OF THE TREASURY	455
Notes—Continued	Page
Treasury.....	459

16.23. Where a word occurs in an index page column, either alone or with a figure, it is set flush on the right. If the word extends back into the leaders, it is preceded by an en space.

Explanatory diagram.....	Page
General instructions.....	Frontispiece
Capitalization ( <i>see also</i> Abbreviations).....	VIII
Correct imposition (diagram).....	16
Legends. ( <i>See</i> Miscellaneous rules.).....	Facing 34

16.24. The figure column is 3 ems wide unless otherwise indicated.



16.25. Thin periods and commas are used in figure columns of indexes.

16.26. For better appearance, Roman numerals should be set in small caps in the figure columns of tables of contents and of indexes.

16.27. In indexes set with leaders, if the page numbers will not fit in the leader line, the first number only is set in that line and the other numbers are overrun; but to save an overrun the page numbers may be run back within an em leader of the entry, with an en quad between the leader and the figures. If the entry makes three or more lines and the last line of figures is not full, a period is used at the end.

If page folios overrun-----	220,	And this way when overrun
224, 227, 230, 240		folios make two or more lines. 220,
This way to save overruns--	220, 224,	224-225, 230-240, 245, 246, 250-
227, 230, 235, 238, 240, 247, 260		255, 258, 300.

(For examples of item indentions in reading column of indexes set with leaders, see p. 477.)

16.28. Overrun page numbers are indented  $3\frac{1}{2}$  ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These indentions are increased as necessary to not less than 2 ems more than the line immediately above or below.

16.29. When copy specifies that all overs are to be a certain number of ems, the runovers of the figure column shall be held in 2 ems more than the specified indention.

16.30. Examples of block-type indexes:

*Example 1*

Medical officer, radiological defense, 3  
 Medicolegal dosage, 44  
 Military Liaison Committee, 4  
 Monitoring, 58  
   Air, 62  
   Personnel, 59  
     Civilian, 60  
     Military, 59  
   Sea, 61  
   Ship, 61  
 Monitors, radiological defense, 3  
 NEPA, 29  
 NEPS, project, 30  
 Neutron(s), 16  
   Flux, 41  
 Nuclear binding energy, 22  
 Nuclear energy, release of, 23

*Example 2*

Brazil—Continued  
 Exchange restrictions, etc.—Con.  
   Williams mission (*see also* Wil-  
     liams, John H., special mission),  
     efforts in connection with ex-  
     change control situation, 586-588  
 Trade agreement with United States,  
   proposed:  
     Draft text, 558-567  
   Proposals for—  
     Inclusion of clauses relating to  
       exchange control operation,  
       550, 551, 557;  
     Joint United States-Brazilian  
       declaration of policy: Brazilian  
       attitude, 553, 569, 570, 572-  
       574; information concerning,  
       550, 551, 552

16.31. In index entries the following forms are used:

Brown, A. H., Jr. (*not* Brown, Jr., A. H.)  
 Brown, A. H., & Sons (*not* Brown & Sons, A. H.)  
 Brown, A. H., Co. (*not* Brown Co., A. H.)  
 Brown, A. H., & Sons Co. (*not* Brown & Sons Co., A. H.)

16.32. In a table of contents, where *chapter*, *plate*, or *figure* is followed by a number and period in the first line and cleared in the following lines, an en quad is used after the period in the first line and the periods are alined on the right. Roman numerals, if used, aline on the right.

Chapter	Page
I. Introduction-----	I
II. Summary-----	1
VIII. Conclusions-----	7

16.33. Subheads in indexes and tables of contents are centered in the full measure. If such subheads extend into the figure column, the figure column and an equal number of ems on the left are cleared.

16.34. In contents set in combination of two sizes of lightface type, or in combination of boldface and lightface type, all page numbers in figure column will be set in lightface roman type. Contents set entirely in boldface will use boldface page numbers. All page numbers will be set in the predominant size.

	Page
<b>PART I. MAINTENANCE OF PEACE AND SECURITY</b> -----	<b>5</b>
Disarmament-----	6
Peaceful Uses of Atomic Energy-----	7
<b>Part I. Maintenance of Peace and Security</b> -----	<b>5</b>
Disarmament-----	6
Peaceful Uses of Atomic Energy-----	7
<b>Part I. Maintenance of Peace and Security</b> -----	<b>5</b>
Disarmament-----	<b>6</b>
Peaceful Uses of Atomic Energy-----	<b>7</b>

## NOTES





## 17. DATELINES, ADDRESSES, AND SIGNATURES

17.1. The general principle involved in the typography of datelines, addresses, and signatures is that they should be so set as to stand out clearly from the body of the letter or paper which they accompany. This is accomplished by using caps and small caps and italic, as set forth below. Other typographic details are designed to insure uniformity and good appearance. Street addresses and zone numbers are not to be used. Certain general instructions apply alike to datelines, addresses, and signatures.

### General instructions

17.2. Principal words in datelines, addresses, and titles accompanying signatures are capitalized.

17.3. *Mr.*, *Mrs.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name in address and signature lines, are set in roman caps and lowercase if the name is in caps and small caps or caps and lowercase; if the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 10.33, p. 153.)

17.4. Lines set in caps, caps and small caps, or small caps are spaced with en quads.

### Spacing

17.5. A lead is used, unless space is clear, between dateline and text or address, address and text, text and signature, and signature and address. (See examples, rule 17.28, p. 222.)

### DATELINES

17.6. Datelines at the beginning of a letter or paper are set at the right side of the page, the originating office in caps and small caps, the place name and date in italic; if the originating office is not given, the place name is set in caps and small caps and the date in italic; if only the date is given, it is set in caps and small caps. Such datelines are indented from the right 1 em for a single line; 3 ems and 1 em, successively, for 2 lines; and 5 ems, 3 ems, and 1 em, successively, for 3 lines. In measures 30 picas or wider, these indentions are increased by 1 em.

THE WHITE HOUSE, □ □ □  
*Washington, D.C., January 1, 1958.* □

THE WHITE HOUSE, *July 30, 1957.* □

TREASURY DEPARTMENT, □ □ □ □ □  
OFFICE OF THE TREASURER, □ □ □  
*Washington, D.C., January 1, 1958.* □

TREASURY DEPARTMENT, *July 30, 1957.* □

DEPARTMENT OF COMMERCE, □ □ □  
*July 30, 1958.* □

NOTE.—The U.S. Government Correspondence Manual offers proper forms of addresses, salutations, and closings. (See "Bibliography," p. 3.)

OFFICE OF JOHN SMITH & Co., □ □ □  
*New York, N.Y., June 6, 1958.* □

WASHINGTON, *May 20, 1958—10 a.m.* □

THURSDAY, MAY 8, 1958—2 P.M. □

JANUARY 24, 1958. □

WASHINGTON, *November 29, 1957* □ □ □  
 [Received December 6, 1957]. □

ON BOARD U.S.S. "CONNECTICUT," □ □ □  
*January 21, 1958.* □

OFFICE OF THE COMMISSIONERS OF THE □ □ □ □ □  
 DISTRICT OF COLUMBIA, □ □ □  
*Washington, January 6, 1958.* □

## 17.7. Congressional hearings:

### MONDAY, OCTOBER 24, 1938<sup>1</sup>

HOUSE OF REPRESENTATIVES, □ □ □ □ □ □ □  
 SUBCOMMITTEE ON IMMIGRATION, □ □ □ □ □  
 COMMITTEE ON THE JUDICIARY, □ □ □  
*Washington, January 10, 1958.* □

HOUSE OF REPRESENTATIVES, □ □ □ □ □ □ □  
 COMMITTEE ON MERCHANT MARINE □ □ □ □ □  
 AND FISHERIES, □ □ □  
*Washington, D.C.* □

U.S. SENATE, □ □ □ □ □ □ □  
 SUBCOMMITTEE OF THE COMMITTEE □ □ □ □ □  
 ON ARMED SERVICES, □ □ □  
*Washington, D.C.* □

CONGRESS OF THE UNITED STATES, □ □ □ □ □  
 JOINT COMMITTEE ON ATOMIC ENERGY, □ □ □  
*Washington, D.C.* □

17.8. Datelines at the end of a letter or paper, either above or below signature, are set on left in caps and small caps for the place and italic for the date. When the word *dated* is used, dateline is set in roman caps and lowercase.

□ STEUBENVILLE, OHIO.

□ STEUBENVILLE, OHIO, *July 1, 1958.*

□ Dated July 1, 1958.

□ Dated Albany, March 12, 1958.

17.9. Datelines in newspaper extracts are set at the beginning of the paragraph, the place name in caps and small caps and the date in roman caps and lowercase.

□ NEW YORK, N.Y., August 21, 1957.—A dispatch received here from \* \* \*.

<sup>1</sup> Dates in House hearings on appropriation bills are set on right in 10-point caps and small caps, with a 5-em dash above each date.

## ADDRESSES

**17.10.** Addresses are set flush left at the beginning (or at end in formal usage) of a letter or paper. (See examples, rule 17.28, p. 222.)

**17.11.** At beginning or at end:

TO SMITH & JONES and  
 □ BROWN & GREEN, Esqs.,  
*Attorneys for Claimant*  
 (Attention of Mr. Green).

HON. JOHN L. McCLELLAN,  
*U.S. Senate.*

HON. CARROLL D. KEARNS,  
*U.S. House of Representatives.* (Collective address)

THE PRESIDENT,  
*The White House.*

**17.12.** A long title following an address is set in italic caps and lowercase, the first line flush left and right, overruns indented 2 ems to clear a following 1-em paragraph indentation.

HON. HUBERT H. HUMPHREY,  
*Chairman, Subcommittee on Reorganization of the Committee on Government Opera-*  
 □ □ *tions, U.S. Senate, Washington, D.C.*

**17.13.** The name or title forming the first line of the address is set in caps and small caps, but *Mr.*, *Mrs.*, or other title preceding a name, and *Esq.*, *Jr.*, *Sr.*, or *2d* following a name, are set in roman caps and lowercase; the matter following is set in italic. The words *U.S. Army* or *U.S. Navy* immediately following a name are set in roman caps and lowercase in the same line as the name.

MAJ. GEN. EDWARD M. MARKHAM, Jr., U.S. Army,  
*Chief of Engineers.*

CHIEF OF ENGINEERS, U.S. ARMY. (Full title, all caps and small caps.)

MAJ. GEN. EDWARD M. MARKHAM,  
*Chief of Engineers, U.S. Army,*  
*Washington, D.C.*

HON. RALPH R. ROBERTS,  
*Clerk of the House of Representatives.*

HON. JOHN L. McCLELLAN,  
*U.S. Senator, Washington, D.C.*

HON. CHARLES POTTER,  
*Senate Office Building, Washington, D.C.*

THE COMMITTEE ON APPROPRIATIONS,  
*House of Representatives.*

**17.14.** General (or collective) addresses are set in italic caps and lowercase, flush left, with overruns indented 2 ems and ending with a colon, except when followed by a salutation, in which case a period is used.

**17.15.** Examples of general addresses when not followed by salutation:

*To the Officers and Members of the Daughters of the American Revolution;*  
 □ □ *Washington, D.C.:*

*To the American Diplomatic and Consular Officers:*

*To Whom It May Concern:*

*Collectors of Customs:*

*To the Congress of the United States:*

## 17.16. Example of general address when followed by salutation:

*Senate and House of Representatives.*

[1 lead]  
☐ GENTLEMEN: You are hereby \* \* \*.

## 17.17. Examples illustrating other types of addresses:

To the EDITOR:

To JOHN L. NELSON, *Greeting*:

To JOHN L. NELSON, *Birmingham, Ala., Greeting*:

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

CHIEF OF ENGINEERS  
 (Through the Division Engineer).

[1 lead]  
☐ MY DEAR SIR: I have the honor \* \* \*.  
☐ MR. REED: I have the honor \* \* \*.  
☐ DEAR MR. REED: I have the honor \* \* \*.

Lt. (jg.) JOHN SMITH,  
*Navy Department:*

[1 lead]  
☐ The care shown by you \* \* \*.

STATE OF NEW YORK,  
*County of New York, ss:*

[1 lead]  
☐ Before me this day appeared \* \* \*.

DISTRICT OF COLUMBIA, ss:  
 [1 lead]

☐ Before me this day appeared \* \* \*.

## SIGNATURES

17.18. Signatures, preceded by an em dash, are sometimes run in with last line of text. (See also rule 9.52, p. 138.)

17.19. Signatures are set at the right side of the page. They are indented 1 em for a single line; 3 ems and 1 em, successively, for 2 lines; and 5 ems, 3 ems, and 1 em, successively, for 3 lines. In measures 30 picas or wider, these indentions are increased by 1 em. (See examples, rule 17.28, p. 222.)

17.20. The name or names are set in caps and small caps; *Mr.*, *Mrs.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name, are set in roman caps and lowercase; the title following name is set in italic. Signatures as they appear in copy must be followed in regard to abbreviations.

17.21. If name and title make more than half a line, they are set as two lines.

17.22. Two to eight independent signatures, with or without titles, are alined on the left, and the longest name is indented 1 em from the right if no title follows.

W. H. SOUTHERLAND. ☐  
 JAMES G. GREEN.  
 WM. C. WILSON.

WARREN H. ATHERTON. ☐ ☐ ☐  
 ALBERT J. HAYES.  
 THOMAS C. KINKAID,  
*Commander, U.S. Navy (Retired).* ☐  
 DAVID SARNOFF, *Chairman.*



17.23. More than eight signatures, with or without titles, are set full measure, roman caps and lowercase, run in, indented 5 and 7 ems in measures of 26½ picas or wider; in measures less than 26½ picas, indent 3 and 5 ems.

□□□□□ Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Groschen,  
 □□□□□ Attorneys; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut,  
 □□□□□ Symons & Co.; Harrison Bros. & Co., by George Harrison;  
 □□□□□ Hoare, Miller & Co.; Thomas Eaton Co.

17.24. A long title following a signature is set in italic caps and lowercase and is indented 2 and 3 ems on the left and 1 em on the right. These indentions are increased 1 em in measures 30 picas or wider.

□□□ Yours truly,

(Signed) □ THOMAS E. RHODES, □□□

□□ *Special Assistant to the Attorney General, Attorney for Howard Sutherland,* □  
 □□□ *Director, Office of Alien Property, and H. T. Tate, Acting Treasurer.*

17.25. The punctuation of closing phrases is governed by the sense. A detached complimentary close is made a new paragraph.

17.26. Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT Co., □  
 By JOHN SMITH, *Secretary.*

TEXARKANA TEXTILE MERCHANTS & □  
 □ MANUFACTURERS' ASSOCIATION,  
 JOHN L. JONES, *Secretary.*

JOHN L. PENN, *Solicitor,* □□□  
 Per FREDERICK VAN DYNE,  
*Assistant Solicitor.* □

JOHN W. SMITH □□□  
 (And 25 others). □

JOHN SMITH, □□□□□  
*Lieutenant Governor* □□□  
 (For the Governor of Maine). □

NORTH AMERICAN ICE Co., □  
 G. Y. ATLEE, *Secretary.*

Bob,  
 ROBERT S. KERR. □

JOHN [his thumbmark] SMITH. □

CLARENCE CANNON,  
 AUGUST H. ANDRESEN,  
*Managers on the Part of the House.* □  
 [1 lead]

CARTER GLASS,  
 CARL HAYDEN,  
*Managers on the Part of the Senate.* □

□ I am, very respectfully, yours,

(Signed) □ FRED C. KLEINSCHMIDT, □□□  
*Assistant Clerk, Court of Claims.* □

□ I have the honor to be,

□□□ Very respectfully, your obedient servant,

(Signed) □ John R. King,  
 (Typed) □ JOHN R. KING, □□□  
*Secretary.* □

or

(S) John R. King,  
 JOHN R. KING, □□□  
*Secretary.* □

- ☐ Hoping to hear from you soon, I have the honor to be,  
☐☐☐ Very respectfully, your obedient servant,

HENRY L. JONES, M.D. ☐

MARY J. JONES  
 Mrs. Henry T. Jones. ☐

☐ Attest:

RICHARD ROE, *Notary Public*. ☐

☐ By the Governor:

NATHANIEL COX, *Secretary of State*. ☐

☐ Approved.

JOHN SMITH, *Governor*. ☐

☐ By the President:

CORDELL HULL, ☐☐☐  
*Secretary of State*. ☐

☐ On behalf of the Philadelphia Chamber of Commerce:

GEO. W. PHILIPS. ☐  
 SAM'L. CAMPBELL.

☐ Respectfully submitted.

L. A. WRIGHT, *U.S. Indian Agent*. ☐

☐☐☐ Yours truly,

Capt. JAMES STALEY, Jr., ☐☐☐  
*Superintendent*. ☐

☐☐☐ Respectfully yours,

J. B. ELLIS. ☐

☐☐☐ Very respectfully,

A. F. CALDWELL, *U.S. Indian Agent*. ☐

### 17.27. In quoted matter:

☐☐☐ "Very respectfully,

"M. T. JENKINSON. ☐  
 "ALBERT WARD."

### 17.28. Examples of various kinds of datelines, addresses, and signatures:

WASHINGTON, D.C., *September 16, 1958*. ☐

Mr. WILLIAM E. JONES, Jr.,  
*Special Assistant to the Attorney General, Attorney for Howard Sutherland, Director,*  
☐☐ *Office of Alien Property.*

☐ DEAR MR. JONES: In reply to your letter \* \* \*.

☐☐☐ Yours truly,

(Signed) ☐ THOMAS E. RHODES, ☐☐☐

☐☐ *Special Assistant to the Attorney General, Attorney for Howard Sutherland,* ☐  
☐☐ *Director, Office of Alien Property.*

☐ P.S.—A special word of thanks to you from J. R. Brown for your fine help.  
[1 lead]  
 T. E. R. ☐

LINCOLN PARK, MICH., *February 15, 1957*. ☐

Re Romeo O. Umanos, Susanna M. Umanos, case No. S-254, Immigration and  
☐☐ Naturalization Service, application pending.

☐ Hon. FRANCIS E. WALTER,  
*Chairman, Subcommittee on Immigration,*  
*Committee on the Judiciary, Washington, D.C.*

☐ DEAR MR. WALTER: You have for some time \* \* \*.  
☐☐☐ Sincerely yours,

CHARLES A. BRANDT, ☐☐☐  
*Architectural Designer*. ☐

Hon. FRANCIS E. WALTER,  
*Chairman, Subcommittee on Immigration of the Committee on the Judiciary, House*  
☐☐ *of Representatives, Washington, D.C.*

☐ DEAR MR. WALTER: You have for some time \* \* \*.

U.S. DEPARTMENT OF COMMERCE, ☐☐☐☐☐WEATHER BUREAU, ☐☐☐☐Washington, March 3, 1958. ☐

HON. CHARLES E. CHAMBERLAIN,  
House of Representatives,  
Washington, D.C.

DEAR MR. CHAMBERLAIN: We will be glad to  
give you any further information desired.

☐☐☐ Sincerely yours,

F. W. REICHELDERFER, ☐☐☐☐Chief of Bureau. ☐


---

NEW YORK, N.Y., February 10, 1958. ☐

[1 lead]

To: All supervisory employees of production plants, northern and eastern divi-  
☐☐ sions, New York State.

From: Production manager.

Subject: Regulations concerning vacations, health and welfare plans, and wage  
☐☐ contract negotiations.

[1 lead]

☐ It has come to our attention that the time \* \* \*.

---

WASHINGTON, D.C., May 16, 1952. ☐

The Honorable the SECRETARY OF THE NAVY.

[1 lead]

☐ DEAR MR. SECRETARY: This is in response to your letter \* \* \*.

☐☐☐ Very sincerely yours,

[SEAL]

HARRY S. TRUMAN. ☐

---

EAST LANSING, MICH., June 10, 1955. ☐

To Whom It May Concern:

[1 lead]

☐ I have known Kyu Yawp Lee for 7 years and am glad to testify as to his fine  
character. He has been employed \* \* \*.

☐ Wishing you success in your difficult and highly important job, we are,

☐☐☐ Sincerely yours,

ELWIN J. GLEASON.

MILDRED T. GLEASON. ☐


---

MARCH 10, 1958. ☐

HON. JAMES O. EASTLAND,  
Chairman, Committee on the Judiciary,  
U.S. Senate, Washington, D.C.

[1 lead]

☐ DEAR SENATOR: In response to your request for a report relative to \* \* \*.

☐☐☐ Sincerely,

J. M. SWING, Commissioner. ☐

---

VETERANS' ADMINISTRATION, ☐☐☐☐☐☐☐

OFFICE OF THE ADMINISTRATOR OF ☐☐☐☐☐☐VETERANS' AFFAIRS, ☐☐☐☐Washington, D.C. ☐

HON. JOHN L. McCLELLAN,  
Chairman, Committee on Government Operations,  
U.S. Senate, Washington, D.C.

[1 lead]

☐ DEAR SENATOR McCLELLAN: Further reference is made to your reply \* \* \*.

☐☐☐ Sincerely yours,

JOHN S. PATTERSON, ☐☐☐☐☐☐☐Deputy Administrator ☐☐☐☐☐☐(For and in the absence of ☐☐☐☐H. V. Higley, Administrator). ☐

TOKYO, JAPAN, *November 13, 1952.*□

U.S. DEPARTMENT OF JUSTICE,  
IMMIGRATION AND NATURALIZATION SERVICE,  
*Detroit, Mich.*  
[1 lead]

□ GENTLEMEN: This letter will testify to the personal character \* \* \*.

□ □ □ Very truly yours,

Mrs. GRACE C. LOHR, □ □ □ □ □  
*Inspector General Section, HQ, AFPE, □ □ □*  
*APO 343, San Francisco, Calif. □*

**17.29.** The word *seal* appearing with the signature of a notary or of an organized body, such as a company, is indented 1 em from left; if in personal signature, put at right and indent 1 em. Place 1-em quad between seal and signature. The word *seal* is to be set in small caps and bracketed.

□[SEAL]

RICHARD ROE, □ □ □  
*Notary Public. □*

J. M. WILBER. □[SEAL] □

BARTLET, ROBINS &amp; Co. □[SEAL] □

□ Done at the city of Washington this  
16th day of May in the year of our Lord  
nineteen hundred and fifty-two,  
[SEAL] □ and of the independence of the  
United States of America the  
one hundred and seventy-sixth.

HARRY S. TRUMAN. □

□ Done at the city of Washington this 16th day of May in the year of our Lord  
nineteen hundred and fifty-two, and of the independence of the United  
□[SEAL] □ States of America the one hundred and seventy-sixth.

HARRY S. TRUMAN. □



## 18. COURTWORK

(See also Capitalization; General Instructions; Italic)

18.1. Courtwork differs in style from other work only as set forth in this section; otherwise the style prescribed in the preceding sections will be followed.

### Supreme Court records

18.2. Paragraphs are made of answers in Q. and A. matter.

18.3. The folio number is flush in the same line as the first word of the folio and in a cut-in 3 ems square (unless there are 10 points of white space above or below). Indentions of paragraphs, etc., are in addition to the 3-em cut-in. In hanging indentions of headings the extra indention is carried to the end of the heading. (See p. 232.)

18.4. A cut-in folio is not used opposite a paragraph reading "Endorsement on cover."

18.5. Copy is followed literally, including capitalization (initial capitalization of words), punctuation (including compounding), and obscene language, but not italic.

18.6. Italic letters are used only to indicate errors in spelling (for example, *curely* for *surely*), except in the names of persons and firms, in geographic names, and in foreign words that are not law terms. These and errors in syntax are not corrected. Roman letters are used to indicate errors in words set in italic.

18.7. In typewritten records manifest errors of the typewriter are corrected (for example, if one letter has been struck over another or if a space appears where a letter was obviously intended to be); but if a word is used in the wrong place (for example, *in* for *on*; *boot* for *boat*), it is not changed nor set in italic.

18.8. Words having the sanction of any dictionary are permissible, and the spelling is not changed.

18.9. An apostrophe is used to indicate the omission of one or more letters in a word; but in well-established abbreviations, the period is used instead of an apostrophe.

18.10. Doublets are indicated by italicizing the repeated words or lines.

18.11. A 3-em quad is used to indicate the omission of one or more words.

18.12. The names of vessels are set in roman, quoted.

18.13. The titles of cases are set in roman, including the abbreviation of *versus*.

18.14. The word *The* is capitalized in names of legal cases as follows:

the said The B. & O. RR. Co.

The Sun v. The Globe

The City of Washington v. The B. & O. RR. Co.

the defendant, The Davies County Bank

18.15. Printing Office editorial marks must be erased before the copy is returned to the originating office. Copy preparers should make only necessary marks thereon, and those lightly, with a soft

pencil. Cut-in folios should not be indicated on copy. All instructions are entered on the preparer's instruction sheet. The folio numbers on copy are picked up. Any matter preceding or following an original folio is marked, in pencil, with the jacket number followed by lowercase letters (e.g., J. 12345a, J. 12345b, etc., to the end).

18.16. Preparers must indicate on the instruction sheet such information as 11-point type, solid or leaded, cut-in folios, etc.

18.17. The following abbreviations of the names of reporters are used in citations of U.S. Supreme Court Reports:

Abbreviation	Name
Cr.	Cranch
Dall. or Dal.	Dallas
How.	Howard
Pet.	Peters
U.S.	U.S. Reports
Wall.	Wallace
Wheat.	Wheaton

### Briefs, decisions, exhibits, and opinions of other courts

18.18. In general, copy is printed "Fol., incl. caps and punct."

18.19. In opinions of the Court of Claims, the U.S. Court of Appeals for the District of Columbia, and all circuit courts of appeals, copy is followed, including capitalization. Titles of legal cases are italicized.

18.20. Single punctuation is used in citations wherever possible.

18.21. The STYLE MANUAL is followed in testimony in Court of Claims transcripts of evidence.

18.22. The spelling of Indian names is followed in the use of hyphens, accent marks, and spaces.

18.23. Superior letters are not used in abbreviations unless so indicated by the copy preparer.

18.24. Copy is followed as to use of the singular or plural possessive referring to the United States as claimant or claimants, defendant or defendants, etc. However, if conflicting forms are used in copy, they are made uniform, either singular or plural.

claimant's brief or claimants' brief  
appellee's exhibits or appellees' exhibits

18.25. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

18.26. When *Question* and *Answer* are spelled out in copy, set in separate paragraphs.

18.27. In National Labor Relations Board transcript, the contracted forms *Q.* and *A.* are always used, run in, and the question and its answer are connected by an em dash.

18.28. If questions are numbered and the numbers with periods precede the questions, an en quad is used after the number; otherwise use 5-em space.

18.29. The words *infra* and *supra* are italicized. Copy is followed for the use of italic in Latin legal terms and abbreviations, in addition to italic used for emphasis.

18.30. In the titles of cases the first word and all principal words are capitalized, but not such terms as *defendant* and *appellee*.

18.31. In the titles of cases copy is followed as to use of figures and abbreviations.

18.32. Abbreviations in names of legal cases are to be followed literally in all classes of work.

18.33. The following examples indicate the capitalization, italic, small caps, abbreviations, etc., generally used, except the word *case*, which is set in italic only when so indicated in copy.

Defendant John Smith; *but* the defendant, John Smith.

The *Legal Tender* cases

In Clarke's case, the court said \* \* \*

In the case of Clarke

*Clarke's case* (14 How. 14)

WALLACE, J., delivered the opinion

*Brown's case*, 14 Hun 14 (N.Y. 1838)

In *Roe v. Doe*, the court ruled \* \* \*

In *Ex parte 74*, the court said \* \* \*

(*Ex parte 74*, 58 I.C.C. 220)

In the *Fifteen Percent Rate Increase* case, the court decided \* \* \*

In the case of Jones against Robinson.  
(A general or casual reference to a case)

In *Jones v. Robinson*, 122 U.S. 329 (1929)

In *In re Robinson*, 19 Wall. (18 U.S.) 304 (1910), the Court \* \* \*

*John Brown, Jr. v. Edwin Smith*

*Smith & Brown, Inc. v. Commissioner*

*Commissioner, etc. v. Klein Chain Co.*

*Dunham Towing & Wrecking Co. v.*

*Bassett* (the *Aksel Monson* case)

*United States v. 12 Diamond Rings*

*The United States v. Forty Hogsheads of Tobacco*

Stat., Rev. Stat., Stat. L., or R.S., as written

Bowman Act, 22 Stat. 50 (1939)

Act of August 5, 1953 (67 Stat. 588; 18 U.S.C. 1162 (or U.S.C., title 18, sec. 1162))

Act of August 5, 1882, Supp. Rev. Stat. sec. [or §] 284; Rev. Stat. sec. [or §] 15

Public Law 250, 84th Cong., 2d sess. (67 Stat. 623)

Public Law 85-143, Aug. 14, 1957

30 U.S.C., 1952 ed., Supp. II, sec. 184

(C.A.D.C. 1941) [Appeals, Dist. of Columbia]

(D.D.C. 1955) [District Court, Dist. of Columbia]

164 Fed. 205 (N.D. W. Va. 1949)

117 F. Supp. 463 (N.D. Del. 1949)

9 Pac. 735 (Mont. 1935)

9 P. 2d 1095 (Wash. 1932)

44 Atl. 317 (Del. 1899)

37 A. 2d 10 (Del. 1944)

259 S.W. 57 (Mo. 1957)

14 Fed. Cas. 143, No. 7621 (C.C.N.D. Ill. 1876)

34 Comp. Gen. 230 (1954)

132 Ct. Cl. 645 (1955)

43 CFR 192.14 [Code of Federal Regulations]

43 CFR, 1940 ed., 192.14

43 CFR, 1940 ed., Cum. Supp., 19.14

21 F.R. 623 [Federal Register]

*United States v. Eller*, 114 F. Supp. 284 (N.D.N.C.), *rev'd* 208 F. (2d) (or (2) (*but* do not supply parentheses on "2d" if not in copy)) 716 (4th Cir. 1953), *cert. denied*, 347 U.S. 934 (1954)

*United States ex rel. Smith v. Jones*

*In the Matter of Jones*

8 Wigmore, *Evidence* § 2195 (3d ed. 1940)

*Cf. Thomas v. Jones, supra*

*Smith et al. v. Jones, infra*

18.34. In citations of single lines, the period is inserted at the end of each line.

18.35. If citations are run in, semicolons are used.

18.36. The following forms show punctuation and spacing required:

1. X Q.	4. R. X Q.	24. Q.	46th. Cross-int.
X Ques. 1.	Re X Q. 1.	24. Question.	46. Cross-int.
1. Add. direct.	R. X Int. 1.	X Q. 1.	46. Cross-ques.
2. R.D.Q.	24. X Int.	24. Int.	46. C. Int.
3. R.R.D.Q.	X Int. 1.	5 Re X Q.	46th. C. Int.
3. Re D.Q.	X 20.	Re-R. X Q. 5.	Answer to cross-int. 1.
2. Re-R.D.Q.	24. X.	24th. Cross-ques.	Question 1.

18.37. When spelled out, use the following forms:

cross-examination  
cross-interrogatory  
re-cross-examination

redirect examination  
re-redirect examination

18.38. Use brackets to enclose words interpolated by stenographer into or at the end of remarks of a witness.

18.39. Use parentheses for parenthetical phrases or sentences; also to enclose interpolated words following name, *Question* or *Answer*, or *Q.* or *A.*



18.40. If the entire sentence is in parentheses or brackets, the punctuation should be within the parentheses or brackets.

18.41. The following examples illustrate the use of brackets, parentheses, other punctuation, and spacing:

At end of sentence: [Laughter.]; within sentence: [laughter]

The paper was as follows [reads]:

I do not know. [Continues reading:]

The CHAIRMAN (to Mr. Smith).

Mr. KELLEY (to the chairman).

SEVERAL VOICES. Order!

The WITNESS. He did it that way [indicating].

[2 leads]

□ □ □ By the COMMISSIONER:

[1 lead]

Q. Do you know these men [handing witness a list]?

(Objected to.)

A. [After examining list.] Yes; I do.

Q. Did you see——A. No, sir.

Q. [Interrupting.] But why?—A. I really cannot say.

Q. What did you say?—A. It was the *City of Para*.

Q. The *City* of what? Did you say *Paris*?—A. No; I said *City*——

Q. Well, *Paris* or *Para*; it does not matter.

Question [continuing].

Answer [reads].

[2 leads]

□ □ □ By Mr. SMITH:

[1 lead]

18.42. In text, a parenthetical citation at the end of a sentence is included within the sentence unless it forms a sentence in itself or unless copy is specifically marked otherwise; but if a sentence contains more than one parenthetical reference, the one at the end is placed before the period.

This statement is made by the defendant. (See exhibit 1.)

This statement is made in the claimant's brief (p. 65).

This statement is made by the defendant (exhibit 1), but its accuracy is open to doubt (see exhibit 29).

That case has *not* been decided. [Italic ours.]

18.43. Only one cut-in is used in courtwork. Text matter that is an excerpt from law or a citation of language used as an argument and not a part of the brief proper is indented 3 ems. Other matter that follows a colon is either quoted or separated from preceding indented matter by 3 leads.

18.44. Footnote matter following a colon does not indent. It is quoted and set full measure.

18.45. All footnotes in 12-point briefs are set 10-point leaded, and extracts in footnotes are set full measure and are quoted.

18.46. The following differences in capitalization and in the use of quotation marks should be noted:

The said paper was marked "Defendant's Exhibit No. 4" (exact title).

The defendant's exhibit No. 4 was thereupon placed on file.

18.47. The following capitalization is followed in all courtwork:

Circuit Court	Court of Appeals	John Smith, U.S. marshal
Circuit Court for the Southern District	Court of Customs and Patent Appeals	for the Northern District
Circuit Court of the United States for the Southern District of New York	Court of Claims	Southern District
County Court	District Court	Sixth Circuit
	Emergency Court of Appeals	Superior Court
		Supreme Bench
		Tax Court

18.48. Unless otherwise indicated, covers and captions in briefs are single leaded at all times. Signatures are also single leaded, even in briefs set double leaded.



[Cover for briefs]

No. 738

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# In the Supreme Court of the United States

OCTOBER TERM, 1938

BIG LAKE OIL COMPANY, PETITIONER

[3 leads]

v.

[3 leads]

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE  
TWENTY-THIRD DISTRICT OF PENNSYLVANIA

---

*ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES  
COURT OF APPEALS FOR THE THIRD CIRCUIT*

---

BRIEF FOR THE RESPONDENT IN OPPOSITION

---

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[Caption for briefs]

# In the Supreme Court of the United States

OCTOBER TERM, 1938

No. 738

BIG LAKE OIL COMPANY, PETITIONER

v.

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE  
TWENTY-THIRD DISTRICT OF PENNSYLVANIA

---

*ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES  
COURT OF APPEALS FOR THE THIRD CIRCUIT*

---

BRIEF FOR THE RESPONDENT IN OPPOSITION

[Cover for Circuit Court briefs]

No. 11266

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---

**In the<sup>1</sup> United States Court of Appeals  
for the<sup>1</sup> Sixth Circuit**

---

[Case number is carried at this point in captions over text]

**NATIONAL LABOR RELATIONS BOARD, PETITIONER**

**v.**

**S. H. KRESS & COMPANY, RESPONDENT**

---

**ON PETITION FOR ENFORCEMENT OF AN ORDER OF THE  
NATIONAL LABOR RELATIONS BOARD<sup>2</sup>**

---

**BRIEF FOR THE NATIONAL LABOR RELATIONS BOARD<sup>3</sup>**

---

**GEORGE J. BOTT,<sup>4</sup>**

*General Counsel,*

**SAMUEL M. SINGER,**

**ROBERT G. JOHNSON,**

*Attorneys,*

*National Labor Relations Board.*

To be argued by :

**MARCEL MALLET-PREVOST,**

*Attorney.<sup>5</sup>*

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<sup>1</sup> "In the" and "for the" are not used in briefs for the Tenth Circuit, except for Tax Division briefs, in which these words are to be supplied. They are also to be supplied in briefs for all other circuit courts.

<sup>2</sup> In briefs for Second Circuit, set in 10-point italic.

<sup>3</sup> In briefs for Second Circuit, set in case 132 if 1 line and in case 212 to avoid 2 lines.

<sup>4</sup> In briefs for Second Circuit, set name in 12-point caps and small caps and title in italic.

<sup>5</sup> In Second Circuit briefs, set in 12-point.

**NOTES**

1. Unless otherwise specified (see note 4), all courtwork is set 25 picas wide, 12-point double leaded, except briefs (including cover) which may be set 11-point single leaded to avoid excess length. Transcripts are set 11-point single leaded, including cover.

2. Indexes for 12-point briefs are set 10-point single leaded; 11-point briefs, 8-point leaded.

3. Footnotes for 12-point briefs are set in 10-point; 11-point briefs, 8-point footnotes.

4. Tenth Circuit briefs are set 30 picas wide.

5. Tables are set 6-point leaded, with 6-point solid boxheads.

[Cover for briefs]

No. 49112

# In the United States Court of Claims

OTIS THORNTON, INDIVIDUALLY, AND OTIS THORNTON  
AS THE SURVIVING MEMBER OF AND IN BEHALF OF  
BOSWELL-KAHN-THORNTON COMMISSION CO. AND  
KAHN AND THORNTON COMMISSION CO., PLAINTIFF

v.

UNITED STATES OF AMERICA, DEFENDANT

## BRIEF FOR THE UNITED STATES

HOLMES BALDRIDGE,

*Assistant Attorney General.*

ANDREW D. SHARPE,

ELLIS N. SLACK,

*Special Assistants to the Attorney General.*

JOHN A. REES,

*Attorney.*

## BREAKDOWN OF DISPLAY HEADS IN BRIEFS

### Supreme Court

#### CASE 2 CAPS

#### I

12-POINT SMALL CAPS

10-POINT SMALL CAPS

*10-point lowercase italic*

10-point lowercase

*12-point lowercase italic* (run-in sidehead)

### Circuit courts

#### CASE 2 CAPS

#### I. Case 131 lowercase

##### A. Case 130 lowercase

##### 1. *Case 130 lowercase italic* (with roman figure "1")

a. *12-point lowercase italic* (centered or run-in sidehead)

12-point lowercase (centered or run-in sidehead)

[Cover for briefs]

## BRIEF FOR RESPONDENT

## United States Court of Appeals

FOR THE DISTRICT OF COLUMBIA CIRCUIT

No. 10530

IDAHO POWER COMPANY, PETITIONER

v.

FEDERAL POWER COMMISSION, RESPONDENT

ON PETITION TO REVIEW ORDERS OF THE FEDERAL POWER  
COMMISSION

BRADFORD ROSS,

*General Counsel.*

WILLARD W. GATCHELL,

*Assistant General Counsel.*

JOHN C. MASON,

*Attorney,**Counsel for Respondent,**Federal Power Commission, Washington, D.C.*

## EXAMPLES OF CUT-IN AND RUN-IN FOLIOS

11

In Supreme Court of District of Columbia

be considered, in justice and equity as a loss sustained by the corpo-  
☐☐☐ration in producing or in preparing to produce pyrites.

25 The respondent says that the Secretary of the Interior did hear,  
 consider, and determine that question, and that he found as a  
 matter of fact that the Pratts were entitled to receive the \* \* \*.

[224]☐LONNIE SMETHERS (Board witness).

[225]

DIRECT EXAMINATION

[107]☐☐☐By Mr. SMITH:[126]☐Q. Did you ever see Mr. Dougherty or Mr. Gullion come out?

Q. Then, it is your testimony, is it, that the time you got up, and the  
 machinery was shut down?—[109] A. Yes, sir.

Q. Yes; tell us about it?—A. We started out with a certain number, I  
 believe it was 12 packers \* \* \* Gullion would [127] hire them \* \* \*.

he had been doing in the past, and that was about where that con-  
 versa-[204]tion was left; and so far as the office employees are \* \* \*.



[Cover for briefs]

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## In the United States Court of Customs and Patent Appeals

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### PATENT APPEAL NO. 5648

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In re Harker H. Hittson—Improvement in Road  
Grader

---

BRIEF FOR THE COMMISSIONER OF PATENTS

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W. W. COCHRAN,  
*Solicitor, United States Patent Office.*

E. L. REYNOLDS,  
*Of Counsel.*

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[Supreme Court decisions]

## SUPREME COURT OF THE UNITED STATES

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No. 295.—OCTOBER TERM, 1950.

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Colonel Henry S. Robertson, President, Army Review Board, Petitioner,  v.  Robert H. Chambers.	} On Writ of Certiorari to the United States Court of Appeals for the District of Colum- bia Circuit.
--	---

[April 9, 1951.]

MR. JUSTICE DOUGLAS delivered the opinion of the  
Court.

Respondent, a former captain in the Army, was honor-  
ably discharged for physical disability and without retire-  
ment pay, as the result of a decision by an Army Retiring

[Court of Claims—Reports<sup>1</sup>]

# In the United States Court of Claims

No. 43408

(Filed \_\_\_\_\_)

---

JAMES C. R. SCHWENCK v. THE UNITED STATES

---

## REPORT OF COMMISSIONER

To the honorable the CHIEF JUDGE AND ASSOCIATE JUDGES  
OF THE UNITED STATES COURT OF CLAIMS:

Pursuant to the order of reference in the above-entitled  
case the undersigned commissioner herewith makes the fol-  
lowing report of his findings of fact:

1. During the times involved herein plaintiff held the rank  
of captain, United States Army.

---

[Supreme Court—Transcripts of record]

SUPREME COURT OF THE UNITED STATES

OCTOBER TERM, 1938

---

No. 439

JAMES C. DAVIS, DIRECTOR GENERAL OF RAILROADS,  
AND AGENT UNDER SECTION 206 OF TRANSPORTA-  
TION ACT OF 1920, PETITIONER

vs.

MRS. MAUDE E. GREEN, ADMINISTRATRIX OF THE  
ESTATE OF JESSE GREEN, DECEASED

---

ON PETITION FOR WRIT OF CERTIORARI TO THE SUPREME  
COURT OF THE STATE OF MISSISSIPPI

---

## INDEX

[Set index in 8-point leaded]

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<sup>1</sup> Decisions follow same general style.

[Opinions—U.S. Court of Appeals for the District of Columbia]

# United States Court of Appeals

[3 leads]

FOR THE DISTRICT OF COLUMBIA CIRCUIT

No. 6430

ROBERT N. HARPER, APPELLANT

[3 leads]

v.

[3 leads]

AUGUSTUS P. CRENSHAW, JR., AND JO V. MORGAN, AS ADMINISTRATORS OF THE ESTATE OF AUGUSTUS P. CRENSHAW, DECEASED;  
GEORGE W. LIPSCOMB; ET AL.

Appeal from the United States District Court for the District of  
Columbia

Argued October 16, 1937—Decided January 20, 1938

*William C. Sullivan*, of Washington, D.C., for appellant.

*George C. Gertman, Roger J. Whiteford, Arthur P. Drury, Hugh Hay O'Bear, James O'D. Moran, A. Coulter Wells, W. N. Tobriner, Leon Tobriner, Selig C. Brez, Benjamin S. Minor, and H. Prescott Gatley*, all of Washington, D.C., for appellees.

Before MARTIN, Chief Justice, and ROBB, VAN ORSDEL, GRONER,  
and STEPHENS, Associate Justices <sup>1</sup>

MARTIN, *Chief Justice*: This appeal is taken from an order and decree of the lower court sustaining a motion to dismiss the bill of complaint filed in that court by the appellant as plaintiff against the various appellees as defendants.

In the bill the plaintiff, Harper, alleges in substance that \* \* \*

\* \* \* \* \*

*Reversed and remanded.*

A true copy.

Test: <sup>2</sup>

<sup>[2 slugs]</sup>  
Clerk, U.S. Court of Appeals  
for the District of Columbia.

<sup>1</sup> C.J. and J.J. when in copy.

<sup>2</sup> As in copy.

NOTE.—Headings will be prepared in accordance with this sample, and copy of opinion proper will be followed literally, but titles of cases will be italicized, using roman "v." for *versus*. Quotations, which in the copy are indented, will be set in 8 point, full measure, enclosed in quotation marks if so in copy. Do not cut or mutilate copy in any way.

[Opinions—Circuit Courts of Appeals, all circuits]

UNITED STATES COURT OF APPEALS FOR THE<sup>1</sup> FOURTH  
CIRCUIT

No. 3747

THE UNITED STATES OF AMERICA, APPELLANT  
[3 leads]

v.

LOUISE EARWOOD, AS GUARDIAN OF THOMAS CALEB EARWOOD AND  
MAE EARWOOD, APPELLEES  
[3 leads]Appeal from the District Court of the United States for the Southern  
District of West Virginia, at Huntington. At lawArgued January 14, 1938—Decided April 2, 1938<sup>2</sup>March 22, 1938<sup>2</sup>Before NORTHCOTT and SOPER, Circuit Judges, and GLENN, District  
Judge*Mr. W. N. Ivie*, U.S. Attorney (*Mr. Cleveland Cabler*, Regional  
Attorney, Veterans' Bureau, and *Mr. G. T. Sullis*, Assistant U.S.  
Attorney, were with him on the brief), for appellant.*Mr. W. R. Donham* and *Mr. W. W. Shepherd* filed brief for appellees.*Opinion of the court*<sup>3</sup>NORTHCOTT, *Circuit Judge*: This is an action at law brought in the  
District Court of the United States for the Southern District of West

\* \* \* \* \*

The judgment is reversed and the cause is remanded for further  
and not inconsistent proceedings.*Affirmed.*

A true copy.

Teste: <sup>2</sup>[Two slugs]  
*Clerk of the U.S. Circuit Court of  
Appeals for the Fourth Circuit.*<sup>1</sup> Supply "for the" when not in copy.<sup>2</sup> As in copy.<sup>3</sup> Do not supply if not in copy.



## 19. USEFUL TABLES

### GEOLOGIC TERMS

[With suggestions by U.S. Geological Survey]

For the capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The examples listed below illustrate common usage. "Coal Measures" has been used to indicate those strata of the Carboniferous systems which contain coal, and if the term is used in a common-noun sense, it is not capitalized or quoted. The term *red beds* has been used to designate certain rocks of mixed lithologic character that are predominantly red; as a unit modifier the use should be *red-bed*. The adjectives upper, middle, and lower are capitalized only as indicated in the list (Upper Devonian, lower Tertiary) and where capitalized in quotations ("The Lower Tertiary rocks are thick"). Such common nouns as formation, member, group, system, series, arch, anticline, syncline, dome, uplift, basin, terrace, and moraine are not capitalized even if preceded by a name: Morrison formation, Cincinnati arch, Cedar Creek anticline, Ozark uplift, Michigan basin, Jeddito terrace, Shelbyville moraine, etc.

Atoka	glacial:	Missouri	Pliocene:
Cambrian:	interglacial	Morrow	lower
Lower	postglacial	Ochoa	middle
Middle	preglacial	Oligocene:	upper
Upper	Guadalupe	lower	Precambrian
Carboniferous	Jurassic:	middle	Proterozoic
systems	Lower	upper	Quaternary
Cenozoic	Middle	Ordovician:	red beds
Chester	Upper	Lower	Recent
"Coal Measures"	Kinderhook	Middle	Silurian
Cretaceous:	Leonard	Upper	Lower
Lower	Meramec	Osage	Middle
Upper	Mesozoic:	Paleocene	Upper
Des Moines	pre-Mesozoic	Paleozoic	Tertiary
Devonian:	post-Mesozoic	Pennsylvanian:	Triassic:
Lower	Miocene:	Lower	Lower
Middle	lower	Middle	Middle
Upper	middle	Upper	Upper
Eocene:	upper	Permian	Virgil
lower	Mississippian:	Pleistocene	Wolfcamp
middle	Lower		
upper	Upper		

### PHYSIOGRAPHIC TERMS

[With suggestions by U.S. Geological Survey]

The following list of physical divisions of the United States has been approved by the Association of American Geographers and should be used as a guide to capitalization. The general terms *province* and *section*, used in the common-noun sense, are not capitalized; the other terms are proper names and are therefore capitalized.

#### PHYSICAL DIVISIONS OF THE UNITED STATES

Major division	Province	Section
Laurentian Upland.....	Superior Upland.....	Embayed section. Sea Island section. Floridian section. East Gulf Coastal Plain. Mississippi Alluvial Plain. West Gulf Coastal Plain.
Atlantic Plain.....	Continental Shelf.....	
	Coastal Plain.....	

## PHYSICAL DIVISIONS OF THE UNITED STATES—Continued

Major division	Province	Section
Appalachian Highlands.....	Piedmont province.....	Piedmont Upland.
	Blue Ridge province.....	Piedmont Lowland.
	Valley and Ridge province.....	Northern section.
		Southern section.
		Tennessee section.
		Middle section.
		Hudson Valley.
	St. Lawrence Valley.....	Champlain section.
		Northern section.
	Appalachian Plateaus.....	Mohawk section.
Interior Plains.....		Catskill section.
		Southern New York section.
		Allegheny Mountain section.
		Kanawha section.
		Cumberland Plateau.
		Cumberland Mountain section.
	New England province.....	Seaboard Lowland.
		New England Upland.
		White Mountain section.
		Green Mountain section.
Interior Highlands.....	Adirondack province.....	Taconic section.
	Interior Low Plateaus.....	Highland Rim.
		Lexington Plain.
		Nashville Basin.
	Central Lowland.....	Eastern lake section.
		Western lake section.
		Wisconsin Driftless section.
		Till Plains.
		Dissected Till Plains.
	Great Plains.....	Osage Plains.
Rocky Mountain System.....		Missouri Plateau, glaciated.
		Missouri Plateau, unglaciated.
		Black Hills.
		High Plains.
		Plains Border.
		Colorado Piedmont.
		Raton section.
		Pecos Valley.
		Edwards Plateau.
		Central Texas section.
Intermontane Plateaus.....	Ozark Plateaus.....	Springfield-Salem plateaus.
		Boston "Mountains."
	Ouachita province.....	Arkansas Valley.
		Ouachita Mountains.
	Southern Rocky Mountains.....	
	Wyoming Basin.....	
	Middle Rocky Mountains.....	
	Northern Rocky Mountains.....	
	Columbia Plateaus.....	Walla Walla Plateau.
		Blue Mountain section.
Pacific Mountain System.....		Payette section.
		Snake River Plain.
		Harney section.
	Colorado Plateaus.....	High Plateaus of Utah.
		Uinta Basin.
		Canyon Lands.
		Navajo section.
		Grand Canyon section.
		Datil section.
	Basin and Range province.....	Great Basin.
Pacific Mountain System.....		Sonoran Desert.
		Salton Trough.
		Mexican Highland.
		Sacramento section.
	Sierra-Cascade Mountains.....	Northern Cascade Mountains.
		Middle Cascade Mountains.
		Southern Cascade Mountains.
		Sierra Nevada.
	Pacific Border province.....	Puget Trough.
		Olympic Mountains.
Pacific Mountain System.....		Oregon Coast Range.
		Klamath Mountains.
		California Trough.
		California Coast Ranges.
		Los Angeles Ranges.
	Lower Californian province.....	

# **PRINCIPAL AND GUIDE MERIDIANS AND BASE LINES OF THE UNITED STATES**

First, second, etc., standard parallel.	Judith guide meridian. (Mont.)
First, second, etc., guide meridian.	Kanab guide meridian. (Utah.)
First, second, etc., principal meridian.	Kolob guide meridian. (Utah.)
Auxiliary (first, second, etc.) meridian.	Little Porcupine guide meridian. (Mont.)
Ashley guide meridian. (Utah.)	Louisiana meridian. (La.)
Beaverhead guide meridian. (Mont.)	Maginnis guide meridian. (Mont.)
Belt Mountain guide meridian. (Mont.)	Michigan meridian. (Mich.-Ohio.)
Big Hole guide meridian. (Mont.)	Mount Diablo base line. (Calif.-Nev.)
Bitterroot guide meridian. (Mont.)	Mount Diablo meridian. (Calif.-Nev.)
Black Hills base line. (S. Dak.)	Musselshell guide meridian. (Mont.)
Black Hills guide meridian. (S. Dak.)	Navajo base line. (Ariz.-N. Mex.)
Boise meridian. (Idaho.)	Navajo meridian. (Ariz.-N. Mex.)
Boulder guide meridian. (Mont.)	New Mexico guide meridian. (N. Mex.-Colo.)
Browning guide meridian. (Mont.)	New Mexico principal meridian. (N. Mex.-Colo.)
Buffalo Creek guide meridian. (Mont.)	Panguitch guide meridian. (Utah.)
Carson River guide meridian. (Nev.)	Passamari guide meridian. (Mont.)
Castle Valley guide meridian. (Utah.)	Pine Valley guide meridian. (Utah.)
Chickasaw meridian. (Miss.)	Principal meridian. (Mont.)
Choctaw base line. (Miss.)	Red Rock guide meridian. (Mont.)
Choctaw meridian. (Miss.)	Reese River guide meridian. (Nev.)
Cimarron meridian. (Okla.)	Ruby Valley guide meridian. (Nev.)
Colorado guide meridian. (Utah.)	St. Helena meridian. (La.)
Columbia guide meridian. (Wash.)	St. Stephens base line. (Ala.-Miss.)
Colville guide meridian. (Wash.)	St. Stephens meridian. (Ala.-Miss.)
Copper River meridian. (Alaska.)	Salt Lake meridian. (Utah.)
Coulson guide meridian. (Mont.)	San Bernardino base line. (Calif.)
Deer Lodge guide meridian. (Mont.)	San Bernardino meridian. (Calif.)
Deschutes meridian. (Oreg.)	Sevier Lake guide meridian. (Utah.)
Emery Valley guide meridian. (Utah.)	Seward meridian. (Alaska.)
Fairbanks meridian. (Alaska.)	Shields River guide meridian. (Mont.)
Flathead guide meridian. (Mont.)	Smith River guide meridian. (Mont.)
Fort Belknap guide meridian. (Mont.)	Snake Valley guide meridian. (Utah.)
Fremont Valley guide meridian. (Utah.)	Square Butte guide meridian. (Mont.)
Gila and Salt River meridian. (Ariz.)	Sweet Grass guide meridian. (Mont.)
Grand River guide meridian. (Utah.)	Tallahassee meridian. (Fla.)
Grande Ronde guide meridian. (Oreg.)	Teton guide meridian. (Mont.)
Green River guide meridian. (Utah.)	Uinta special meridian. (Utah.)
Haystack Butte guide meridian. (Mont.)	Ute principal meridian. (Colo.)
Helena guide meridian. (Mont.)	Valley Creek guide meridian. (Mont.)
Henry Mountain guide meridian. (Utah.)	Wah Wah guide meridian. (Utah.)
Horse Plains guide meridian. (Mont.)	Washington meridian. (Miss.)
Humboldt meridian. (Calif.)	Willamette meridian. (Oreg.-Wash.)
Humboldt River guide meridian. (Nev.)	Willow Springs guide meridian. (Utah.)
Huntsville meridian. (Ala.-Miss.)	Wind River meridian. (Wyo.)
Indian meridian. (Okla.)	Yantic guide meridian. (Mont.)
Jefferson guide meridian. (Mont.)	Yellowstone guide meridian. (Mont.)



**PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF  
LEGISLATIVE BODIES, ETC.**

[With suggestions by the Department of State and the Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Afghanistan-----	King (Shah)----	Parliament: Senate, National Assembly.	Kingdom----	Kābul.
Albania-----	President of Presidium of People's Assembly.	People's Assembly (unicameral).	People's Republic of Albania.	Tirana (Tiranë).
Algeria-----	Premier-----	National Assembly (unicameral).	Republic----	Algiers.
Andorra-----	First Syndic----	General Council of the Valleys.	Coprin- cipal- ity.	Andorra.
Argentina-----	President-----	Congress: Senate, Chamber of Deputies.	Republic----	Buenos Aires.
Australia-----	Queen (repre- sented by Gov- ernor General).	Federal Parliament: Senate, House of Representatives.	Com mon- wealth.	Canberra.
Austria-----	President-----	Parliament: Federal Council (Bundesrat), National Council (Nationalrat).	Federal Re- public.	Vienna (Wien).
Belgium-----	King-----	Parliament: Senate, Chamber of Representatives.	Kingdom----	Brussels (Bruxelles, Brussel).
Bhutan-----	Maharaja-----	Absolute monarchy.	-----do-----	Thimbu.
Bolivia-----	President-----	National Congress: Chamber of Senators, Chamber of Deputies.	Republic----	Sucre, capital; La Paz, seat of gov- ernment.
Brazil-----	-----do-----	National Congress: Federal Senate, Chamber of Deputies.	-----do-----	Brasília.
British Common- wealth of Na- tions. <sup>1</sup>				
Bulgaria-----	President of Presidium of National As- sembly.	National Assembly (unicameral).	People's Re- public of Bulgaria.	Sofia (Sofiya).
Burma-----	President-----	Parliament-----	Union-----	Rangoon.
Burundi-----	King (Mwami)---	Legislative Assembly (uni- cameral).	Kingdom----	Usumbura.
Cambodia-----	King and Queen jointly.	Parliament consisting of National Assembly and Council of Kingdom.	-----do-----	Phnom Penh.
Cameroon-----	President-----	National Federal Assembly (unicameral).	Republic----	Yaoundé.
Canada-----	Queen (repre- sented by Gov- ernor General).	Parliament: Senate, House of Commons.	Parliamen- tary state.	Ottawa.
Central African Republic.	President-----	Assembly (unicameral)-----	Republic----	Bangui.
Ceylon-----	-----do-----	Parliament: Senate, House of Representatives.	Parliamen- tary state.	Colombo.
Chad-----	-----do-----	National Assembly (unicameral).	Republic----	Fort-Lamy.
Chile-----	-----do-----	National Congress: Senate, Chamber of Deputies.	-----do-----	Santiago.
China-----	-----do-----	Legislative Yuan (Legislative Assembly).	-----do-----	Taipei (conven- tional), T'ai-pei (Chinese), Tai- wan (Formosa), seat of gov- ernment.
Colombia-----	-----do-----	Congress: Senate, Chamber of Representatives.	-----do-----	Bogotá.
Congo, Republic of.	-----do-----	National Assembly (unicameral).	-----do-----	Brazzaville.
Congo, Republic of the.	-----do-----	Parliament: Chamber of Rep- resentatives, Senate.	-----do-----	Léopoldville.
Costa Rica-----	-----do-----	Legislative Assembly (uni- cameral).	-----do-----	San José.
Cuba-----	-----do-----	Congress: Senate, Chamber of Representatives.	-----do-----	Havana (La Ha- bana).
Cyprus-----	-----do-----	House of Representatives.	-----do-----	Nicosia.
Czechoslovakia.	-----do-----	National Assembly (unicameral).	Socialist Re- public.	Prague (Praha).
Dahomey-----	-----do-----	-----do-----	Republic----	Porto Novo.
Denmark-----	King-----	Parliament (Folketinget) (uni- cameral).	Kingdom----	Copenhagen (Kø- benhavn).
Dominican Re- public.	President-----	Congress: Senate, Chamber of Deputies.	Republic----	Santo Domingo.
Ecuador-----	-----do-----	National Congress: Senate, Chamber of Deputies.	-----do-----	Quito.

See footnotes at end of table.



**PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC.—Continued**

Country	Chief of state	Legislative body	Form of government	Capital
Egypt. (See United Arab Republic.)				
Éire. (See Ireland.)				
El Salvador.....	President.....	Legislative Assembly (unicameral).	Republic....	San Salvador.
Estonia <sup>2</sup> .....			do.....	Tallinn.
Ethiopia.....	Emperor.....	Parliament: Senate, Chamber of Deputies.	Empire.....	Addis Ababa (Addis Ababā).
Finland.....	President.....	Diet (Eduskunta) (unicameral).	Republic....	Helsinki (Helsingfors).
France.....	do.....	Parliament: Senate, National Assembly.	do.....	Paris.
Gabon.....	do.....	National Assembly (unicameral).	do.....	Libreville.
Germany, Federal Republic of <sup>3</sup>	do.....	Parliament: Federal Assembly (Bundestag), Federal Council (Bundesrat).	Federal Republic.	Bonn.
Ghana.....	do.....	National Assembly (unicameral).	Republic....	Accra.
Greece.....	King.....	Chamber of Deputies (Vouli) (unicameral).	Kingdom....	Athens (Athína).
Guatemala.....	President.....	Congress (unicameral).....	Republic....	Guatemala City (Guatemala).
Guinea.....	do.....	National Assembly (unicameral).	do.....	Conakry.
Haiti.....	do.....	National Assembly: Senate, Chamber of Deputies.	do.....	Port-au-Prince.
Honduras.....	do.....	Congress of Deputies (unicameral).	do.....	Tegucigalpa.
Hungary.....	President of Presidential Council.	National Assembly (unicameral).	People's Republic of Hungary.	Budapest.
Iceland.....	President.....	Parliament (Althing): Upper Chamber, Lower Chamber.	Republic....	Reykjavík.
India.....	do.....	Parliament: Council of States (Rajya Sabha), House of the People (Lok Sabha).	do.....	New Delhi.
Indonesia.....	do.....	Parliament.	do.....	Djakarta.
Iran.....	King (Shah in Shah).	Parliament: Senate; National Consultative Assembly (Majlis).	Kingdom....	Teheran (Tehrān).
Iraq.....	President of the Council of State.	Parliament: Senate, Chamber of Deputies.	Republic....	Baghdad (Baghdād).
Ireland.....	President.....	Parliament: Senate, House of Representatives.	do.....	Dublin.
Israel.....	do.....	Parliament (Knesset) (unicameral).	State.....	Jerusalem (de facto).
Italy.....	do.....	Parliament: Senate, Chamber of Deputies.	Republic....	Rome (Roma).
Ivory Coast.....	do.....	National Assembly (unicameral).	do.....	Abidjan.
Jamaica.....	Queen (represented by Governor General).	Parliament: Senate (the Upper House), House of Representatives (the Lower House).	Parliamentary state.	Kingston.
Japan.....	Emperor.....	Diet: House of Councillors, House of Representatives.	Empire.....	Tokyo (Tōkyō).
Jordan.....	King.....	Parliament: Senate, Chamber of Deputies.	Kingdom....	'Ammān.
Korea.....	President.....	National Assembly dissolved; will probably be reconstituted as unicameral body in May 1963.	Republic....	Seoul (Sŏul).
Kuwait.....	Amir.....	Constituent Assembly (unicameral).	State.....	Kuwait.
Laos.....	King.....	National Assembly.....	Constitutional Parliamentary Monarchy.	Vientiane.
Latvia <sup>2</sup> .....			Republic....	Riga (Rīga).
Lebanon.....	President.....	Chamber of Deputies (unicameral).	do.....	Beirut (Bayrūt).
Liberia.....	do.....	Congress: Senate, House of Representatives.	do.....	Monrovia.
Libya.....	King.....	Senate, Chamber of Deputies.	Kingdom....	Benghazi (Banghāzī) and Tripoli (Tarābulus). <sup>4</sup>
Liechtenstein.....	Prince.....	Diet (unicameral).	Principality.	Vaduz.
Lithuania <sup>2</sup> .....			Republic....	Kaunas.

See footnotes at end of table.

**PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF  
LEGISLATIVE BODIES, ETC.—Continued**

Country	Chief of state	Legislative body	Form of government	Capital
Luxembourg-----	Grand Duchess-----	Chamber of Deputies (unicameral).	Grand Duchy. Republic----	Luxembourg.
Malagasy Republic-----	President-----	Parliament: National Assembly, Senate.	Republic----	Tananarive.
Malaya, Federation of.	Paramount Ruler.	Federal Legislative Council (unicameral).	Federation--	Kuala Lumpur.
Mali-----	President-----	National Assembly (unicameral).	Republic----	Bamako.
Mauritania-----	-----do-----	-----do-----	-----do-----	Nouakchott.
Mexico-----	-----do-----	General Congress: Chamber of Senators, Chamber of Deputies.	-----do-----	Mexico City (Ciudad de México).
Monaco-----	Prince-----	Council of State (unicameral).	Principality.	Monaco.
Morocco-----	King-----	Monarchy, with Consultative Assembly.	Kingdom----	Rabat, capital and residence of King.
Muscat and Oman-----	Sultan-----	Absolute monarchy-----	Sultanate.	Muscat (Masqaṭ).
Nepal-----	King-----	Council of Ministers appointed by King. (Indirect elections for National Assembly scheduled for 1963.)	Kingdom----	Kātmāndu.
Netherlands-----	Queen-----	States-General: First Chamber, Second Chamber.	-----do-----	Amsterdam, capital; The Hague ('s Gravenhage), seat of government.
New Zealand-----	Queen (represented by Governor General).	Parliament: House of Representatives (unicameral).	Parliamentary state.	Wellington.
Nicaragua-----	President-----	Congress: Chamber of Senators, Chamber of Deputies.	Republic----	Managua.
Niger-----	-----do-----	National Assembly (unicameral).	-----do-----	Niamey.
Nigeria-----	Queen (represented by Governor General).	Parliament: House of Representatives, Senate.	Federal state.	Lagos.
Norway-----	King-----	Parliament (Storting): Lagting, Odelsting.	Kingdom----	Oslo.
Pakistan-----	President-----	National Assembly (unicameral).	Republic----	Rawalpindi, temporary, pending completion of capital at Islāmābād.
Panama-----	-----do-----	-----do-----	-----do-----	Panamá.
Paraguay-----	-----do-----	House of Representatives (unicameral).	-----do-----	Asunción.
Peru-----	-----do-----	Congress: Senate, Chamber of Deputies.	-----do-----	Lima.
Philippines-----	-----do-----	Congress: Senate, House of Representatives.	-----do-----	Manila (Quezon City, future new capital).
Poland-----	Chairman of Council of State.	Diet (Sejm) (unicameral)-----	People's Republic of Poland.	Warsaw (Warszawa).
Portugal-----	President-----	National Assembly (unicameral).	Republic----	Lisbon (Lisboa).
Rumania-----	President of Presidium of Grand National Assembly.	Grand National Assembly (unicameral).	People's Republic of Rumania.	Bucharest (București).
Rwanda-----	President-----	Legislative Assembly (unicameral).	Republic----	Kigali.
Salvador. (See El Salvador.)	Regents (2)-----	Grand Council (unicameral).	-----do-----	San Marino.
San Marino-----	King-----	Monarchy with Council of Ministers.	Kingdom----	Riyadh (Ar Riyāḍ), capital and King's residence; Jidda (Juddah), diplomatic center.
Saudi Arabia-----	-----do-----	-----do-----	-----do-----	-----do-----
Senegal-----	President-----	National Assembly (unicameral).	Republic----	Dakar.
Sierra Leone-----	Queen (represented by Governor General).	House of Representatives (unicameral).	Parliamentary state.	Freetown.
Somali Republic (also Somalia).	President-----	National Assembly (unicameral).	Republic----	Mogadiscio.

See footnotes at end of table.

**PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF  
LEGISLATIVE BODIES, ETC.—Continued**

Country	Chief of state	Legislative body	Form of government	Capital
South Africa, Republic of.	President.....	Parliament: Senate, House of Assembly.	Republic....	Pretoria, capital and seat of administration; Cape Town, seat of legislature.
Spain <sup>1</sup> .....	Chief of state....	Cortes (unicameral).....	Kingdom....	Madrid.
Sudan.....	President of Supreme Council for the Armed Forces.	Constitution and Parliament abolished.	Republic....	Khartoum (Al Khurūm).
Sweden.....	King.....	Parliament (Riksdag): First Chamber, Second Chamber.	Kingdom....	Stockholm.
Switzerland.....	President.....	Federal Assembly (Bundesversammlung): Council of States (Ständerat), National Council (Nationalrat).	Confederation.	Bern.
Syria or Syrian Arab Republic.	.....do.....	In transition. (Parliament suspended; Cabinet acting pending new elections.)	Republic....	Damascus (Dī-mashq).
Tanganyika.....	President.....	National Assembly (unicameral).	.....do.....	Dar es Salaam.
Thailand (official) (Siam).	King.....	National Assembly.....	Constitutional Monarchy.	Bangkok (Krung Thep).
Togo.....	President.....	National Assembly (unicameral).	Republic....	Lomé.
Transjordan. (See Jordan.)				
Trinidad and Tobago.	Queen (represented by Governor General).	Parliament: Senate (the Upper House), House of Representatives (the Lower House).	Parliamentary state.	Port-of-Spain.
Tunisia.....	President.....	Constituent Assembly (Constitution not yet adopted).	Republic....	Tunis.
Turkey.....	.....do.....	Grand National Assembly (unicameral).	.....do.....	Ankara.
Uganda.....	Queen (represented by Governor General).	National Assembly (unicameral).	Parliamentary state.	Kampala.
Union of Soviet Socialist Republics.	Chairman of Presidium of Supreme Soviet.	Supreme Soviet: Soviet of the Union, Soviet of Nationalities.	Republican Union.	Moscow (Moskva).
United Arab Republic.	President.....	National Assembly (unicameral).	Republic....	Cairo (Al Qāhira).
United Kingdom..	Queen.....	Parliament: House of Lords, House of Commons.	United Kingdom.	London.
Upper Volta.....	President.....	National Assembly (unicameral).	Republic....	Ouagadougou.
Uruguay.....	President of National Council.	General Assembly: Senate, Chamber of Representatives.	.....do.....	Montevideo.
Venezuela.....	President.....	National Congress: Chamber of Senators, Chamber of Deputies.	.....do.....	Caracas.
Vietnam.....	.....do.....	National Legislative Assembly.	.....do.....	Saigon (Sai Gon).
Western Samoa....	Head of state....	Parliament: Head of State, Legislative Assembly.		Apia.
Yemen.....	President.....	(None as yet).....	Republic....	San'a', capital and center of government; Ta'iza, diplomatic center.
Yugoslavia.....	.....do.....	Federal People's Assembly: Federal Council, Council of Producers.	Federal People's Republic.	Belgrade (Beograd)

<sup>1</sup> See separate entries: United Kingdom (Great Britain and Northern Ireland), Australia, Canada, Ceylon, Federation of Malaya, Ghana, India, Jamaica, New Zealand, Nigeria, Pakistan, Sierra Leone, Tanganyika, Trinidad and Tobago, and Uganda.

<sup>2</sup> The United States has not recognized the Soviet regime in Estonia, Latvia, and Lithuania.

<sup>3</sup> Germany, comprising the areas of the 4 zones of occupation, Berlin, and the areas provisionally administered. In this table, the items in the entry for Germany apply to the Federal Republic of Germany the government established in Western Germany. This government achieved sovereignty on May 5, 1955, under the terms of the Paris treaties, and now only matters dealing with Berlin and Germany as a whole remain under Western Allied control. The government for Berlin functions in the American, British, and French sectors of occupation of Berlin, under authority of the Allied Kommandatura. The Eastern Zone of occupation of Germany and a sector of Berlin are occupied by the Soviet Union. Certain areas of Germany are provisionally under the administration of Poland and of the Soviet Union.

<sup>4</sup> In addition to Benghazi and Tripoli as cocalpitals, an administrative center is being planned for Baida (Al Baydā).

<sup>5</sup> No accurate English equivalents.

<sup>6</sup> The Law of Succession, July 27, 1947, declared that Spain was constituted a kingdom.



## NOUNS AND ADJECTIVES DENOTING NATIONALITY

[Revised with suggestions by the Department of State]

Country or region	Noun (plural ending in parentheses)	Adjective
Abyssinia. (See Ethiopia.)		
Afghanistan	Afghan(s)	Afghan.
Albania	Albanian(s)	Albanian.
Algeria	Algerian(s)	Algerian.
Andorra	Andorran(s)	Andorran.
Argentina	Argentine(s)	Argentine.
Australia	Australian(s)	Australian.
Austria	Austrian(s)	Austrian.
Bahrain	Bahraini(s)	Bahrain or Bahraini.
Belgium	Belgian(s)	Belgian.
Bhutan	Bhutanese (singular, plural)	Bhutanese.
Bolivia	Bolivian(s)	Bolivian.
Brazil	Brazilian(s)	Brazilian.
Bulgaria	Bulgarian(s)	Bulgarian.
Burma	Burman(s) (preferred); Burmese (singular, plural)	Burmese.
Burundi	Burundian(s)	Burundian.
Byelorussia	Byelorussian(s)	Byelorussian.
Cambodia	Cambodian(s)	Cambodian.
Cameroon	Cameroonian(s)	Cameroonian.
Canada	Canadian(s)	Canadian.
Central African Republic	Central African(s)	Central African.
Ceylon	Ceylonese (singular, plural)	Ceylonese.
Chad	Chadian(s) or Chadian(s)	Chadian or Chadian.
Chile	Chilean(s)	Chilean.
China	Chinese (singular, plural)	Chinese.
Colombia	Colombian(s)	Colombian.
Congo, Republic of (Brazzaville)	Congolese (singular, plural)	Congo or Congolese.
Congo, Republic of the (Léopoldville)	Congolese (singular, plural)	Do.
Costa Rica	Costa Rican(s)	Costa Rican.
Cuba	Cuban(s)	Cuban.
Cyprus	Cypriot(s)	Cypriot.
Czechoslovakia	Czechoslovak(s)	Czechoslovak.
Dahomey	Dahomean(s)	Dahomean.
Denmark	Dane(s)	Danish.
Dominican Republic	Dominican(s)	Dominican.
Ecuador	Ecuadoran(s)	Ecuadoran.
Egypt. (See United Arab Republic.)		
El Salvador	Salvadoran(s)	Salvadoran.
Estonia	Estonian(s)	Estonian.
Ethiopia (Abyssinia)	{ Ethiopian(s) (preferred) Abyssinian(s)	Ethiopian (preferred). Abyssinian.
Finland	Finn(s)	Finnish.
France	Frenchman(men)	French.
Gabon	Gabonese (singular, plural)	Gabonese.
Germany	German(s)	German.
Ghana	Ghanaian(s)	Ghanaian.
Great Britain	Briton(s), British (collective, plural). <sup>1</sup>	British. <sup>1</sup>
Greece	Greek(s)	Greek.
Guatemala	Guatemalan(s)	Guatemalan.
Guinea	Guinean(s)	Guinean.
Haiti	Haitian(s)	Haitian.
Honduras	Honduran(s)	Honduran.
Hungary	Hungarian(s)	Hungarian.
Iceland	Icelandic(s)	Icelandic.
India	Indian(s)	Indian.
Indonesia	Indonesian(s)	Indonesian.
Iran	Iranian(s)	Iranian.
Iraq	Iraqi(s)	Iraq or Iraqi.
Ireland	Irishman(men), Irish (collective, plural). <sup>2</sup>	Irish.
Isle of Man	Manxman(men), Manx (collective, plural).	Manx.
Israel	Israeli(s)	Israel.
Italy	Italian(s)	Italian.
Ivory Coast	Ivoirian(s), Ivoirien(s), or Ivory Coaster(s).	Ivoirian or Ivoirien.
Jamaica	Jamaican(s)	Jamaican.
Japan	Japanese (singular, plural)	Japanese.
Jordan	Jordan(s), Jordanian(s)	Jordan or Jordanian.
Katanga Province	Katangan(s)	Katangan.
Korea	Korean(s)	Korean.
Kuwait	Kuwaiti(s)	Kuwait or Kuwaiti.
Laos	Lao or Laotian (singular, plural)	Lao or Laotian.
Latvia	Latvian(s)	Latvian.
Lebanon	Lebanese (singular, plural)	Lebanese.
Liberia	Liberian(s)	Liberian.
Libya	Libyan(s)	Libyan.
Liechtenstein	Liechtensteiner(s)	Liechtenstein.

See footnotes at end of table.



## NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

Country or region	Noun (plural ending in parentheses)	Adjective
Lithuania	Lithuanian(s)	Lithuanian.
Luxembourg	Luxembourger(s)	Luxembourg.
Malagasy Republic	Malagasy (singular, plural)	Malagasy.
Malaya	Malayan(s)	Malayan.
Mali	Malian(s)	Malian.
Mauritania	Mauritanian(s)	Mauritanian.
Mexico	Mexican(s)	Mexican.
Monaco	Monacan(s)	Monacan.
Morocco	Moroccan(s)	Moroccan.
Muscat and Oman	Omani(s)	Oman or Omani.
Nepal	Nepalese (singular, plural)	Nepalese.
Netherlands <sup>1</sup>	Netherlander(s)	Netherland. <sup>3</sup>
New Zealand	New Zealander(s)	New Zealand.
Newfoundland	Newfoundlander(s)	Newfoundland.
Nicaragua	Nicaraguan(s)	Nicaraguan.
Niger	Nigeris (singular, plural)	Niger.
Nigeria	Nigerian(s)	Nigerian.
Norway	Norwegian(s)	Norwegian.
Pakistan	Pakistani(s)	Pakistan or Pakistani.
Palestine	Palestinian(s)	Palestinian.
Panama	Panamanian(s)	Panamanian.
Paraguay	Paraguayan(s)	Paraguayan.
Persia. (See Iran.)		
Peru	Peruvian(s)	Peruvian.
Philippines	Filipino(s)	Philippine.
Poland	Pole(s)	Polish.
Portugal	Portuguese (singular, plural)	Portuguese.
Rumania	Rumanian(s)	Rumanian.
Rwanda	Rwandan(s)	Rwandan.
Salvador. (See El Salvador.)		
San Marino	San Marinese(s)	San Marinese.
Saudi Arabia	Saudi Arab(s)	Saudi Arabian.
Scotland	Scot(s), Scotch (collective, plural)	Scotch; Scottish.
Senegal	Senegalese (singular, plural)	Senegal or Senegalese.
Sierra Leone	Sierra Leonean(s)	Sierra Leonean.
Somali Republic (also Somalia)	Somali(s)	Somali.
South Africa, Republic of	South African(s)	South African.
Spain	Spaniard(s)	Spanish.
Sudan	Sudanese (singular, plural)	Sudanese.
Sweden	Swede(s)	Swedish.
Switzerland	Swiss (singular, plural)	Swiss.
Syria or Syrian Arab Republic	Syrian(s)	Syrian.
Tanganyika	Tanganyikan(s)	Tanganyikan.
Thailand	Thai (singular, plural)	Thai.
Togo	Togolese (singular, plural)	Togolese.
Tonga	Tongan(s)	Tongan.
Trinidad and Tobago	Trinidadian(s)	Trinidadian.
Tunisia	Tunisian(s)	Tunisian.
Turkey	Turk(s)	Turkish.
Uganda	Ugandan(s)	Ugandan.
Ukraine	Ukrainian(s)	Ukrainian.
Union of Soviet Socialist Republics	Soviets (plural only) <sup>4</sup>	Soviet.
United Arab Republic	Egyptian(s)	United Arab Republic.
United States of America	American(s)	{ American (preferred). United States.
Upper Volta	Upper Voltan(s)	Upper Voltan.
Uruguay	Uruguayan(s)	Uruguayan.
Venezuela	Venezuelan(s)	Venezuelan.
Vietnam	Vietnamese (singular, plural)	Vietnamese.
Wales	Welshman(men), Welsh (collective, plural)	Welsh.
Western Samoa	(Western) Samoan(s)	(Western) Samoan.
Yemen	Yemeni(s)	Yemen or Yemeni.
Yugoslavia	Yugoslav(s)	Yugoslav.

<sup>1</sup> The term "British" is usually used of or pertaining to Great Britain, or in the widest sense to the United Kingdom of Great Britain and Northern Ireland, or its inhabitants. It is also occasionally used as meaning "of or appertaining to the British Commonwealth of Nations"; e.g., "British" subject.

<sup>2</sup> Irish (collective, plural) is used generally in the case of Ireland, the island.

<sup>3</sup> Netherlands is generally preferred, but Netherlands is the official form for Netherlands Government.

<sup>4</sup> The word "Soviet," which means council, cannot be used. Use instead "of Soviet nationality" (citizenship); "Soviet national"; or "Soviet citizen."

FOREIGN MONEY<sup>1</sup>

[Based on list of currency units and abbreviations provided by the International Monetary Fund and the Department of State]

Country or area	Basic monetary unit		Principal fractional unit	
	Name <sup>2</sup>	Symbol	Name <sup>2</sup>	Abbreviation or symbol
Aden.....	shilling.....	EA Sh.	cent.....	
Afghanistan.....	afghani.....	Afg.	pul.....	
Albania.....	lek.....		quintar.....	
Algeria.....	franc.....	Fr.	centime.....	
Andorra.....	(franc (French franc)).....	Fr.	do.....	
Angola.....	(peseta (Spanish peseta)).....	Pta.	céntimo.....	
Argentina.....	escudo.....	Esc.	centavo.....	Ctvo.
Australia.....	peso <sup>3</sup> .....	M\$N	do.....	Ctvo.
Austria.....	pound <sup>4</sup> .....	A\$	shilling; penny (pence).....	s., d.
Bahamas.....	schilling.....	S.	groschen (singular, plural).....	
Barbados.....	pound.....	£	shilling; penny (pence).....	s., d.
Belgium.....	dollar.....	W\$	cent.....	
Bermuda.....	franc.....	BF	do.....	C.
Bolivia.....	pound.....	£	shilling; penny (pence).....	s., d.
Borneo, North.....	peso.....	B\$	centavo.....	Ctvo.
Brazil.....	dollar.....	M\$		
Brunei.....	cruzeiro <sup>5</sup> .....	Cr\$	do.....	Ctvo.
Bulgaria.....	dollar.....	M\$		
Burma.....	lev (leva).....		stotinka (stotinki).....	
Burundi.....	kyat.....	K.	pya.....	
Cambodia.....	franc.....	RBF		
Cameroon.....	riel.....		sen.....	
Canada <sup>6</sup> .....	franc.....	CFAF	centime.....	
Central African Republic.....	dollar.....	Can\$	cent.....	c., ct(s).
Ceylon.....	franc.....	CFAF		
Chad.....	rupee.....	Cey Rs.	do.....	
Chile.....	franc.....	CFAF		
China, Taiwan.....	escudo.....	Esc.	centesimo.....	
Colombia.....	new Taiwan dollar.....	NT\$	cent.....	
Congo, Republic of (Brazzaville).....	peso.....	Col\$	centavo.....	Ctvo.
Congo, Republic of the (Léopoldville).....	franc.....	CFAF		
Costa Rica.....	do.....	CF		
Cuba.....	colón (colones).....	¢	centimo.....	Ctmo.
Cyprus.....	peso.....	\$	centavo.....	Ctvo.
Czechoslovakia.....	pound.....	C£	mil.....	
Dahomey.....	koruna.....	Kčs.	heller.....	
Danzig. <sup>7</sup> .....	franc.....	CFAF		
Denmark.....				
Dominican Republic.....	krone (kroner).....	DKr.	øre (singular, plural).....	
Ecuador.....	peso.....	RD\$	centavo.....	Ctvo.
El Salvador.....	sucre.....	S/	do.....	Ctvo.
Estonia. <sup>8</sup> .....	colón (colones).....	¢	centavo.....	Ctvo.
Ethiopia.....	dollar.....	Eth\$	cent.....	
Finland.....	markka.....	Fmk.	penni (pennia).....	Pia.
France <sup>9</sup> .....	franc.....	Fr.	centime.....	
Gabon.....	do.....	CFAF		
Gambia.....	pound.....	WA£	shilling; penny (pence).....	s., d.
Germany, Federal Republic of.....	deutsche mark.....	DM.	pfennig (singular, plural).....	pf.
Ghana.....				
Greece.....	pound.....	G£	shilling; penny (pence).....	s., d.
Guatemala.....	drachma.....	Dr.	lepton (lepta).....	
Haiti.....	quetzal (quetzales).....	Q.	centavo.....	Ctvo.
Honduras.....	gourde.....	G.	centime.....	
Hong Kong.....	lempira.....	L.	centavo.....	Ctvo.
Hungary.....	dollar.....	HK\$	cent.....	
Iceland.....	forint.....	Ft.	filler (singular, plural).....	
India.....	króna (krónur).....	IKr.	öre (aurar) (singular, plural).....	
Indonesia.....	rupee.....	Rs.	naya paisa; naye paisa (N.P.) (plural).....	
Iran.....				
Iraq.....	rupiah (singular, plural).....	Rp.	sen (singular, plural).....	
Ireland (Éire).....	rial.....	Rls.	dinar.....	
Israel.....	dinar.....	ID.	fil.....	
Italy.....	pound.....	£	shilling; penny (pence).....	s., d.
Ivory Coast.....	do.....	IE	prutah (prutot).....	
Jamaica.....	lira (lire).....	Lit.	centesimo (centesimi).....	Ctmo.
Japan.....	franc.....	CFAF		
Jordan.....	pound.....	J£	shilling; penny (pence).....	s., d.
Kenya.....	yen (singular, plural).....	¥.	sen (singular, plural).....	
Korea.....	dinar.....	JD.	fil.....	
Kuwait.....	shilling.....	EA Sh.	cent.....	
Laos.....	won (singular, plural).....		chon.....	
	dinar.....	D.	fil.....	
	kip.....	K.	at.....	

See footnotes at end of table.

FOREIGN MONEY <sup>1</sup>—Continued

Country or area	Basic monetary unit		Principal fractional unit	
	Name <sup>2</sup>	Symbol	Name <sup>2</sup>	Abbreviation or symbol
Latvia, <sup>3</sup>				
Lebanon	pound	LL	piaster	
Liberia	dollar	\$	cent	
Libya	pound	L£	piaster	
Liechtenstein	franc (Swiss franc)	Sw Fr	centime	
Lithuania, <sup>3</sup>				
Luxembourg	franc	Lux F	centime	
Macao	pataca	P	avo	
Madeira	escudo	Ese	centavo	
Malagasy Republic	franc	CFAF		
Malaya, Federation of	dollar	M\$	cent	
Mali	franc			
Malta	pound	£	shilling; penny (pence)	s., d.
Mauritania	franc	CFAF		
Mauritius	rupee	Mau Rs.		
Mexico	peso	Mex\$	centavo	
Monaco	franc (French franc)	Fr	centime	
Morocco	dirham	DH	franc	
Mozambique	escudo	Ese	centavo	
Nepal	rupee (or mohur, singular, plural)	N Rs.	pie, pice	
Netherlands <sup>11</sup>	guilder (florin)	f.	cent	
Netherlands Antilles	do.	Ant. f.	do.	
New Caledonia	franc	CFPF	centime	
New Zealand	pound	NZ£	shilling; penny (pence)	s., d.
Nicaragua	córdoba	C\$	centavo	Ctvo.
Niger	franc	CFAF		
Nigeria	pound	N£	shilling; penny (pence)	s., d.
Norway	krona (kroner)	NKr	øre (singular, plural)	
Pakistan	rupee	PRs.	paisa	
Panama	balboa	B.	centesimo	Ctmo.
Paraguay	guaraní (guaraníes)	G.	centimo	Ctmo.
Peru	sol (soles)	S/	centavo	Ctvo.
Philippines	peso	P.	do.	Ctvo.
Poland	złoty	Zł.	grosz (grosze; groszy)	
Portugal <sup>12</sup>	escudo	Ese	centavo	Ctvo.
Rhodesia and Nyasaland, Federation of	pound	R£	shilling; penny (pence)	s., d.
Rumania	leu (lei)		ban (bani)	
Rwanda	franc	RBF		
San Marino	lira (lire)		centesimo (centesimi)	
Sarawak	dollar	M\$		
Saudi Arabia	riyal	SRls	halala (singular, plural)	
Sierra Leone	pound	£		
Singapore	dollar	M\$	cent	
Somali	shilling	Sh		
Somaliland, French	franc	DF		
South Africa, Republic of	rand	R	cent	c., et(s).
Spain	peseta	Pts	centimo	
Sudan	pound	SdL	piaster	
Surinam	guilder (florin)	Sur. f.	cent	
Sweden	krona (kronor)	SKr	øre (singular, plural)	
Switzerland	franc	Sw F	centime	
Syria	pound	SL	piaster	
Tanganyika	shilling	EA Sh	cent	
Thailand	baht (singular, plural)	B.	satang (singular, plural)	
Togo	franc	CFAF		
Tonga	pound	T£		
Trinidad and Tobago	dollar	WI\$	cent	
Tunisia	dinar	D.	mil	
Turkey	lira	TL	kurus	
Uganda	shilling	EA Sh	cent	
United Arab Republic	pound	EL		
United Kingdom <sup>10</sup>	do.	£	shilling; penny (pence)	s., d.
Upper Volta	franc	CFAF		
Uruguay	peso	Ur\$	centesimo	Ctmo.
U.S.S.R. (Russia)	ruble		kopek	
Venezuela	bolívar (bolívares)	Bs.	centimo	Ctmo.
Vietnam	piaster	VN\$	centime	
Yemen	imadi; Maria Theresa thaler	MT\$	bogsha	
Yugoslavia	dinar	Din	para	

<sup>1</sup> The conventions for writing sums of money in foreign countries are similar, generally, to those in the United States in that the symbol or abbreviation of the basic unit is placed before the sum, and a period, a comma, or simply a space appears before the fractional part. "DM1.225.50," for example, means "1,225 deutsche marks 50 pfennigs." Some other conventions are contained in the following footnotes.

<sup>2</sup> Unless otherwise indicated in parentheses, plurals of these terms are formed regularly by adding "s."

<sup>3</sup> The term "gold peso" (oro sellado) is abbreviated "o/s," but gold coins are not widely in circulation.

(Footnotes continued on p. 248.)



## METRIC TABLES

## LENGTH

Myriameter.....	10,000 meters...	6.2137 miles.	Meter.....	1 meter.....	39.37 inches.
Kilometer.....	1,000 meters...	0.62137 mile.	Decimeter.....	0.1 meter.....	3.937 inches.
Hectometer.....	100 meters.....	328 feet 1 inch.	Centimeter.....	0.01 meter.....	0.3937 inch.
Dekameter.....	10 meters.....	393.7 inches.	Millimeter.....	0.001 meter.....	0.0394 inch.

## AREA

Hectare.....	10,000 square meters...	2.471 acres.
Are.....	100 square meters.....	119.6 square yards.
Centiare.....	1 square meter.....	1,550 square inches.

## WEIGHT

Name	Number of grams	Volume corresponding to weight	Avoirdupois weight
Metric ton, millier or tonneau.....	1,000,000	1 cubic meter.....	2,204.6 pounds.
Quintal.....	100,000	1 hectoliter.....	220.46 pounds.
Myriagram.....	10,000	1 dekaliter.....	22.046 pounds.
Kilogram or kilo.....	1,000	1 liter.....	2.2046 pounds.
Hectogram.....	100	1 deciliter.....	3.5274 ounces.
Dekagram.....	10	10 cubic centimeters.....	0.3527 ounce.
Gram.....	1	1 cubic centimeter.....	15.432 grains.
Decigram.....	.1	0.1 cubic centimeter.....	1.5432 grains.
Centigram.....	.01	10 cubic millimeters.....	0.1543 grain.
Milligram.....	.001	1 cubic millimeter.....	0.0154 grain.

## CAPACITY

Name	Number of liters	Metric cubic measure	U.S. measure	British measure
Kiloliter, or stere.....	1,000	1 cubic meter.....	1.308 cubic yards.....	1.308 cubic yards.
Hectoliter.....	100	0.1 cubic meter.....	2.838 bushels; 26.417 gallons.	2.75 bushels; 22.00 gallons.
Dekaliter.....	10	10 cubic decimeters.	1.135 pecks; 2.6417 gallons.	8.80 quarts; 2.200 gallons.
Liter.....	1	1 cubic decimeter..	0.908 dry quart; 1.0567 liquid quarts.	0.880 quart.
Deciliter.....	.1	0.1 cubic decimeter.	6.1023 cubic inches; 0.845 gill.	0.704 gill.
Centiliter.....	.01	10 cubic centimeters.	0.6102 cubic inch; 0.338 fluid ounce.	0.352 fluid ounce.
Milliliter.....	.001	1 cubic centimeter..	0.061 cubic inch; 0.271 fluid dram.	0.284 fluid dram.

(Footnotes continued from p. 247.)

Official and private accounts are kept in terms of the paper peso (moneda nacional, abbreviated "m/n"), indicated as M\$N; thus, M\$N632,790 or \$632,790 (m/n).

<sup>4</sup> Sums are written as in Great Britain except that the symbol £, for the pound, is usually preceded by an "A." (See footnote 10.)

<sup>5</sup> 1,000 cruzeiros is commonly referred to as a conto. Thus "Cr\$400.100,50" may be read "400 contos 100 cruzeiros 50 centavos."

<sup>6</sup> Including Newfoundland, now a Province of Canada.

<sup>7</sup> There has been no separate currency issued in Danzig since prior to World War II.

<sup>8</sup> There has been no national currency issued in Estonia, Latvia, and Lithuania since World War II.

<sup>9</sup> The franc units of Algeria, French West Indies, and French Guiana are equivalent to the French franc. However, the currency units of certain French possessions bear differing ratios to the French franc. Names and areas of circulation other than those listed are as follows: CFA franc, Madagascar, Reunion, St. Pierre and Miquelon, Togoland; CFP franc, New Hebrides; Djibouti franc, French Somaliland.

<sup>10</sup> Sums of money are written as follows: £5 4s. 6d. or £5.4.6, not 5/4/6. Currency units of a number of nonmetropolitan areas are equivalent to the British pound; namely, the West African pound (in Gambia, Nigeria, and Sierra Leone), the Rhodesia-Nyasaland pound (in the Federation of Rhodesia and Nyasaland), the pound units of Cyprus, Gibraltar, Malta, Bahamas, Bermuda, Jamaica, and the Falkland Islands. However, units of certain areas bear differing ratios to the British pound; namely, the East African shilling (in Aden, British Somaliland, Kenya, Uganda, Tanganyika, and Zanzibar); British West Indian dollar (in Barbados, Trinidad, British Guiana, Leeward Islands, and Windward Islands); British Honduras dollar; Mauritius rupee; Seychelles rupee; Fiji pound; Tongan pound; Hong Kong dollar; and the Malayan dollar (in British North Borneo, Brunei, and Sarawak).

<sup>11</sup> The local currency units in Netherlands territory (namely, the Surinam guilder, the Nederlandse Antillen (Netherlands West Indies) guilder, and the Netherlands New Guinea guilder) are not equivalent to the Netherlands guilder.

<sup>12</sup> The symbol (\$) is used between the escudo and the centavo; the colon (:) is used between the conto (=1,000 escudos) and the escudo; the sum written 125,750:350\$50, for example, reads "125,750 contos 350 escudos 50 centavos."



**METRIC TABLES—Continued**  
**COMMON MEASURES AND THEIR METRIC EQUIVALENTS**

Common measure	Equivalent	Common measure	Equivalent
Inch.....	2.54 centimeters.	Dry quart, United States.....	1.101 liters.
Foot.....	0.3045 meter.	Quart, imperial.....	1.136 liters.
Yard.....	0.9144 meter.	Gallon, United States.....	3.785 liters.
Rod.....	5.029 meters.	Gallon, imperial.....	4.546 liters.
Mile.....	1.6093 kilometers.	Peck, United States.....	8.810 liters.
Square inch.....	6.452 square centimeters.	Peck, imperial.....	9.092 liters.
Square foot.....	0.0929 square meter.	Bushel, United States.....	35.24 liters.
Square yard.....	0.836 square meter.	Bushel, imperial.....	36.37 liters.
Square rod.....	25.29 square meters.	Ounce, avoirdupois.....	28.35 grams.
Acre.....	0.4047 hectare.	Pound, avoirdupois.....	0.4536 kilogram.
Square mile.....	259 hectares.	Ton, long.....	1.0160 metric tons.
Cubic inch.....	16.39 cubic centimeters.	Ton, short.....	0.9072 metric ton.
Cubic foot.....	0.0283 cubic meter.	Grain.....	0.0648 gram.
Cubic yard.....	0.7646 cubic meter.	Ounce, troy.....	31.103 grams.
Cord.....	3.625 steres.	Pound, troy.....	0.3732 kilogram.
Liquid quart, United States.....	0.9463 liter.		

**U.S. EQUIVALENTS OF THE PRINCIPAL WEIGHTS AND MEASURES USED IN FOREIGN AGRICULTURAL STATISTICS**

[With suggestions by the Department of Agriculture]

Weight or measure	Country	Weight or measure	Country
1 ardeb=1.98 hectoliters=5.6189 Winchester or United States bushels.	Egypt.	1 koku=47.655 United States standard gallons.	Japan.
1 arroba=25 pounds, avoirdupois.	Cuba.	1 kwan=8.2673 pounds, avoirdupois.	Do.
1 batman=6.5 pounds, avoirdupois.	Iran.	1 liter=0.028378 Winchester bushel=0.26418 United States gallon.	(?).
1 bouw=7,096.5 square meters=1.754 acres.	Indonesia.	1 manzana=1.7266 acres.....	Guatemala.
1 cantar=44.928 kilograms=99.049 pounds, avoirdupois.	Egypt.	1 maund=82.2857 pounds, avoirdupois.	British India.
1 catty (kati)=1½ pounds, avoirdupois.	China.	1 mesana=0.6397 acre.....	Cuba.
1 cental=100 pounds, avoirdupois.	United States, Canada, Union of South Africa. <sup>1</sup>	1 morgen=2.1165 acres.....	Union of South Africa.
1 centner=110.23 pounds, avoirdupois.	Denmark.	1 mow=0.1518 acre (varying).	China.
1 chetvert=5.9568 Winchester bushels.	Union of Soviet Socialist Republics.	1 oke=1.248 kilograms=2.751 pounds, avoirdupois.	Egypt.
1 cho=2.4506 acres.....	Japan.	1 oke=2.822 pounds, avoirdupois.	Greece.
1 dekar=0.2471 acre.....	Norway.	1 picul=133¼ pounds, avoirdupois.	China.
1 dessiatine=2.6997 acres.....	Union of Soviet Socialist Republics.	1 picul=61.761 kilograms=136.16 pounds, avoirdupois.	Indonesia.
1 donum=0.227 acre.....	Turkey.	1 picul=132.28 pounds, avoirdupois.	Japan.
1 doppelzentner=220.46 pounds, avoirdupois.	Germany.	1 pood=36.1128 pounds, avoirdupois.	Union of Soviet Socialist Republics.
1 feddan=1.038 acres.....	Egypt.	1 pound, Great Venetian=1.0582 pounds, avoirdupois.	Greece.
1 hectare=2.471 acres.....	(?).	1 quintal (double centner, or metric centner)=220.46 pounds, avoirdupois.	(?).
1 hectoliter=2.8378 Winchester bushels.	(?).	1 quarter=8 imperial bushels=8.2564 Winchester bushels.	United Kingdom.
1 hectoliter=26.418 United States gallons.	United Kingdom, Australia. <sup>1</sup>	1 rai=0.3954 acre.....	Thailand.
1 hundredweight (long)=112 pounds, avoirdupois.	United States, Canada, Union of South Africa. <sup>1</sup>	1 Russian pound=½ pood=0.90282 pound, avoirdupois.	Union of Soviet Socialist Republics.
1 hundredweight (or cental)=100 pounds, avoirdupois.	United Kingdom, Canada, Australia, Union of South Africa. <sup>1</sup>	1 stremma (royal)=0.2471 acre.	Greece.
1 imperial bushel=1.03205 Winchester bushels.	Do. <sup>1</sup>	1 tan (or picul)=133¼ pounds, avoirdupois.	China.
1 imperial gallon=1.2009 United States gallons.	Hungary.	1 ton (long)=2,240 pounds, avoirdupois.	United States (foreign trade) and United Kingdom.
1 joch (cadastral hold, or cadastral arpent)=1.422 acres.	(?).	1 ton (metric)=2,204.6 pounds, avoirdupois.	(?).
1 kilogram=2.2046 pounds, avoirdupois.	Japan.	1 ton (short)=2,000 pounds, avoirdupois.	United States (internal trade) and Canada (foreign trade).
1 kin=1.3228 pounds, avoirdupois.	Formosa.	1 zentner=110.23 pounds, avoirdupois.	Germany.
1 ko=2.3966 acres.....	Japan.		
1 koku=4.9602 imperial bushels=5.1192 Winchester bushels.			

<sup>1</sup> List of countries given may not be complete.

<sup>2</sup> Metric system.

NOTE.—The values given are believed to be carried to a sufficient number of decimal places to meet the purpose for which the units may be used.

## PICAS REDUCED TO INCHES

Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches
1	0.166	18	2.988	35	5.811	52	8.634	69	11.457	86	14.279
2	.332	19	3.154	36	5.977	53	8.800	70	11.623	87	14.445
3	.498	20	3.320	37	6.143	54	8.966	71	11.789	88	14.611
4	.664	21	3.487	38	6.309	55	9.132	72	11.955	89	14.778
5	.830	22	3.653	39	6.475	56	9.298	73	12.121	90	14.944
6	.996	23	3.819	40	6.641	57	9.464	74	12.287	91	15.110
7	1.162	24	3.985	41	6.807	58	9.630	75	12.453	92	15.276
8	1.328	25	4.151	42	6.973	59	9.796	76	12.619	93	15.442
9	1.494	26	4.317	43	7.139	60	9.962	77	12.785	94	15.608
10	1.660	27	4.483	44	7.306	61	10.128	78	12.951	95	15.774
11	1.826	28	4.649	45	7.472	62	10.294	79	13.117	96	15.940
12	1.992	29	4.815	46	7.638	63	10.460	80	13.283	97	16.106
13	2.158	30	4.981	47	7.804	64	10.626	81	13.449	98	16.272
14	2.324	31	5.147	48	7.970	65	10.792	82	13.615	99	16.438
15	2.490	32	5.313	49	8.136	66	10.959	83	13.781	100	16.604
16	2.656	33	5.479	50	8.302	67	11.125	84	13.947	125	20.750
17	2.822	34	5.645	51	8.468	68	11.291	85	14.113	150	24.900

## INCREASE OF TEXT BY USING LEADS

If leaded with 2-point leads—

6-point type is increased one-third.

8-point type is increased one-fourth.

10-point type is increased one-fifth.

11-point type is increased two-elevenths.

12-point type is increased one-sixth.

## NUMBER OF WORDS AND EMS TO THE SQUARE INCH

Size of type	Number of words		Number of ems	Size of type	Number of words		Number of ems
	Solid	Leaded			Solid	Leaded	
14-point.....	11	8	26½	8-point.....	32	23	81
12-point.....	14	11	36	6-point.....	47	34	144
11-point.....	17	14	43	5-point.....	69	50	207
10-point.....	21	16	52				

## 20. COUNTIES

Note the orthography of names of the following counties:

**Alleghany** in Maryland and New York  
**Alleghany** in North Carolina and Virginia  
**Allegheny** in Pennsylvania  
**Andrew** in Missouri  
**Andrews** in Texas  
**Arkansas** in Texas  
**Arkansas** in Arkansas  
**Barber** in Kansas  
**Barbour** in Alabama and West Virginia  
**Brevard** in Florida  
**Broward** in Florida  
**Brooke** in West Virginia  
**Brooks** in Georgia and Texas  
**Brown** in all States  
**Bulloch** in Georgia  
**Bullock** in Alabama  
**Burnet** in Texas  
**Burnett** in Wisconsin  
**Cheboygan** in Michigan; **Sheboygan** in Wisconsin  
**Clarke** in Alabama, Georgia, Iowa, Mississippi,  
 and Virginia; all others **Clark**  
**Coffee** in Alabama, Georgia, and Tennessee  
**Coffey** in Kansas  
**Coal** in Oklahoma  
**Cole** in Missouri  
**Coles** in Illinois  
**Cook** in Illinois and Minnesota  
**Cooke** in Texas  
**Davidson** in North Carolina and Tennessee  
**Davie** in North Carolina  
**Davies** in Indiana, Kentucky, and Missouri  
**Davis** in Iowa and Utah  
**Davison** in South Dakota  
**Dickenson** in Virginia  
**Dickinson** in Iowa, Kansas, and Michigan  
**Dickson** in Tennessee  
**Douglas** in all States  
**Forrest** in Mississippi; **Forest** in others  
**Glascok** in Georgia  
**Glascok** in Texas  
**Green** in Kentucky and Wisconsin; all others  
**Greene**  
**Harford** in Maryland  
**Hartford** in Connecticut  
**Huntingdon** in Pennsylvania

**Huntington** in Indiana  
**Johnston** in North Carolina and Oklahoma; all  
 others **Johnson**  
**Kanabec** in Minnesota  
**Kennebec** in Maine  
**Kearney** in Nebraska  
**Kearny** in Kansas  
**Lawrence** in all States  
**Linn** in Iowa, Kansas, Missouri, and Oregon  
**Lynn** in Texas  
**Loudon** in Tennessee  
**Loudoun** in Virginia  
**Manatee** in Florida  
**Manistee** in Michigan  
**Merced** in California; **Mercer** elsewhere  
**Morton** both in Kansas  
**Norton** both in Kansas  
**Muscogee** in Georgia  
**Muskogee** in Oklahoma  
**Park** in Colorado and Montana  
**Parke** in Indiana  
**Pottawatomie** in Kansas and Oklahoma  
**Pottawattamie** in Iowa  
**Sanders** in Montana  
**Saunders** in Nebraska  
**Smyth** in Virginia; all others **Smith**  
**Stafford** in Virginia  
**Strafford** in New Hampshire  
**Stanley** in South Dakota  
**Stanly** in North Carolina  
**Stark** in Illinois, North Dakota, and Ohio  
**Starke** in Indiana  
**Stephens** in Georgia, Oklahoma, and Texas  
**Stevens** in Kansas, Minnesota, and Washington  
**Storey** in Nevada  
**Story** in Iowa  
**Terrell** in Georgia and Texas  
**Tyrrrell** in North Carolina  
**Tooele** in Utah  
**Toole** in Montana  
**Vermillion** in Indiana; all others **Vermilion**  
**Woods** in Oklahoma; all others **Wood**  
**Wyandot** in Ohio  
**Wyandotte** in Kansas

### ALABAMA

Autauga	Clarke	Escambia	Lee	Pike
Baldwin	Clay	Etowah	Limestone	Randolph
Barbour	Cleburne	Fayette	Lowndes	Russell
Bibb	Coffee	Franklin	Macon	St. Clair
Blount	Colbert	Geneva	Madison	Shelby
Bullock	Conecuh	Greene	Marengo	Sumter
Butler	Coosa	Hale	Marion	Talladega
Calhoun	Covington	Henry	Marshall	Tallapoosa
Chambers	Crenshaw	Houston	Mobile	Tuscaloosa
Cherokee	Cullman	Jackson	Monroe	Walker
Chilton	Dale	Jefferson	Montgomery	Washington
Choctaw	De Kalb	Lamar	Morgan	Wilcox
	Elmore	Lauderdale	Perry	Winston
		Lawrence	Pickens	

### ALASKA (divided into four judicial districts; no counties)

#### ARIZONA

Apache	Coconino	Greenlee	Navajo	Santa Cruz
Cochise	Gila	Maricopa	Pima	Yavapai
	Graham	Mohave	Pinal	Yuma

#### ARKANSAS

Arkansas	Carroll	Crawford	Garland	Jefferson
Ashley	Chicot	Crittenden	Grant	Johnson
Baxter	Clark	Cross	Greene	Lafayette
Benton	Clay	Dallas	Hempstead	Lawrence
Boone	Cleburne	Desha	Hot Spring	Lee
Bradley	Cleveland	Drew	Howard	Lincoln
Calhoun	Columbia	Faulkner	Independence	Little River
	Conway	Franklin	Izard	Logan
	Craighead	Fulton	Jackson	Lonoke



**ARKANSAS—Continued**

Madison	Newton	Pope	Scott	Union
Marion	Onachita	Prairie	Searcy	Van Buren
Miller	Perry	Pulaski	Sebastian	Washington
Mississippi	Phillips	Randolph	Sevier	White
Monroe	Pike	St. Francis	Sharp	Woodruff
Montgomery	Poinsett	Saline	Stone	Yell
Nevada	Polk			

**CALIFORNIA**

Alameda	Glenn	Mendocino	San Benito	Siskiyou
Alpine	Humboldt	Merced	San Bernardino	Solano
Amador	Imperial	Modoc	San Diego	Sonoma
Butte	Inyo	Mono	San Francisco	Stanislaus
Calaveras	Kern	Monterey	San Joaquin	Sutter
Colusa	Kings	Napa	San Luis Obispo	Tehama
Contra Costa	Lake	Nevada	San Mateo	Trinity
Del Norte	Lassen	Orange	Santa Barbara	Tulare
El Dorado	Los Angeles	Placer	Santa Clara	Tuolumne
Fresno	Madera	Plumas	Santa Cruz	Ventura
	Marin	Riverside	Shasta	Yolo
	Mariposa	Sacramento	Sierra	Yuba

**COLORADO**

Adams	Costilla	Grand	Logan	Pueblo
Alamosa	Crowley	Gunnison	Mesa	Rio Blanco
Arapahoe	Custer	Hinsdale	Mineral	Rio Grande
Archuleta	Delta	Huerfano	Moffat	Routt
Baca	Denver	Jackson	Montezuma	Saguache
Bent	Dolores	Jefferson	Montrose	San Juan
Boulder	Douglas	Kiowa	Morgan	San Miguel
Chaffee	Eagle	Kit Carson	Otero	Sedgwick
Cheyenne	Elbert	Lake	Ouray	Summit
Clear Creek	El Paso	La Plata	Park	Teller
Conejos	Fremont	Larimer	Phillips	Washington
	Garfield	Las Animas	Pitkin	Weld
	Gilpin	Lincoln	Prowers	Yuma

**CONNECTICUT**

Fairfield	Litchfield	New Haven	Tolland
Hartford	Middlesex	New London	Windham

**DELAWARE**

Kent	New Castle	Sussex
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**DISTRICT OF COLUMBIA****FLORIDA**

Alachua	Dade	Hernando	Manatee	St. Johns
Baker	De Soto	Highlands	Marion	St. Lucie
Bay	Dixie	Hillsborough	Martin	Santa Rosa
Bradford	Duval	Holmes	Monroe	Sarasota
Brevard	Escambia	Indian River	Nassau	Seminole
Broward	Flagler	Jackson	Okaloosa	Sumter
Calhoun	Franklin	Jefferson	Okeechobee	Suwannee
Charlotte	Gadsden	Lafayette	Orange	Taylor
Citrus	Gilchrist	Lake	Osceola	Union
Clay	Glades	Lee	Palm Beach	Volusia
Collier	Gulf	Leon	Pasco	Wakulla
Columbia	Hamilton	Levy	Pinellas	Walton
	Hardee	Liberty	Polk	Washington
	Hendry	Madison	Putnam	

**GEORGIA**

Appling	Clinch	Gordon	Macon	Stewart
Atkinson	Cobb	Grady	Madison	Sumter
Bacon	Coffee	Greene	Marion	Talbot
Baker	Colquitt	Gwinnett	Meriwether	Tallapoosa
Baldwin	Columbia	Habersham	Miller	Tattnall
Banks	Cook	Hall	Mitchell	Taylor
Barrow	Coweta	Hancock	Monroe	Telfair
Bartow	Crawford	Haralson	Montgomery	Terrell
Ben Hill	Crisp	Harris	Morgan	Thomas
Berrien	Dade	Hart	Murray	Tift
Bibb	Dawson	Heard	Muscogee	Toombs
Bleckley	Decatur	Henry	Newton	Towns
Brantley	De Kalb	Houston	Oconee	Trentlen
Brooks	Dodge	Irwin	Oglethorpe	Trout
Bryan	Dooly	Jackson	Paulding	Turner
Bulloch	Dougherty	Jasper	Peach	Twiggs
Burke	Douglas	Jeff Davis	Pickens	Union
Butts	Early	Jefferson	Pierce	Upson
Calhoun	Echols	Jenkins	Pike	Walker
Camden	Effingham	Johnson	Polk	Walton
Candler	Elbert	Jones	Pulaski	Ware
Carroll	Emanuel	Lamar	Putnam	Warren
Catoosa	Evans	Lanier	Quitman	Washington
Charlton	Fannin	Laurens	Rabun	Wayne
Chatham	Fayette	Lee	Randolph	Webster
Chattahoochee	Floyd	Liberty	Richmond	Wheeler
Chattoga	Forsyth	Lincoln	Rockdale	White
Cherokee	Franklin	Long	Schley	Whitfield
Clarke	Fulton	Lowndes	Screven	Wilcox
Clay	Gilmer	Lumpkin	Seminole	Wilkes
Clayton	Glascok	McDuffie	Spalding	Wilkinson
	Glynn	McIntosh	Stephens	Worth



**HAWAII**Hawaii  
Honolulu

Kalawao

Kauai

Maui

**IDAHO**Ada  
Adams  
Bannock  
Bear Lake  
Benewah  
Bingham  
Blaine  
BoiseBonner  
Bonneville  
Boundary  
Butte  
Camas  
Canyon  
Caribou  
Cassia  
ClarkClearwater  
Custer  
Elmore  
Franklin  
Fremont  
Gem  
Gooding  
Idaho  
JeffersonJerome  
Kootenai  
Latah  
Lenhi  
Lewis  
Lincoln  
Madison  
Minidoka  
Nez PerceOneida  
Owyhee  
Payette  
Power  
Shoshone  
Teton  
Twin Falls  
Valley  
Washington**ILLINOIS**Adams  
Alexander  
Bond  
Boone  
Brown  
Bureau  
Calhoun  
Carroll  
Cass  
Champaign  
Christian  
Clark  
Clay  
Clinton  
Coles  
Cook  
Crawford  
Cumberland  
De KalbDe Witt  
Douglas  
Du Page  
Edgar  
Edwards  
Effingham  
Fayette  
Ford  
Franklin  
Fulton  
Gallatin  
Greene  
Grundy  
Hamilton  
Hancock  
Hardin  
Henderson  
Henry  
Iroquois  
Jackson  
JasperJefferson  
Jersey  
Jo Daviess  
Johnson  
Kane  
Kankakee  
Kendall  
Knox  
Lake  
La Salle  
Lawrence  
Lee  
Livingston  
Logan  
McDonough  
McHenry  
McLean  
Macon  
Macoupin  
Madison  
MarionMarshall  
Mason  
Massac  
Menard  
Mercer  
Monroe  
Montgomery  
Morgan  
Moultrie  
Ogle  
Peoria  
Perry  
Piatt  
Pike  
Pope  
Pulaski  
Putnam  
Randolph  
Richland  
Rock Island  
St. ClairSaline  
Sangamon  
Schuyler  
Scott  
Shelby  
Stark  
Stephenson  
Tazewell  
Union  
Vermillion  
Wabash  
Warren  
Washington  
Wayne  
White  
Whiteside  
Will  
Williamson  
Winnebago  
Woodford**INDIANA**Adams  
Allen  
Bartholomew  
Benton  
Blackford  
Boone  
Brown  
Carroll  
Cass  
Clark  
Clay  
Clinton  
Crawford  
Davies  
Dearborn  
Decatur  
De KalbDelaware  
Dubois  
Elkhart  
Fayette  
Floyd  
Fountain  
Franklin  
Fulton  
Gibson  
Grant  
Greene  
Hamilton  
Hancock  
Harrison  
Hendricks  
Henry  
Howard  
Huntington  
JacksonJasper  
Jay  
Jefferson  
Jennings  
Johnson  
Knox  
Kosciusko  
Lagrange  
Lake  
La Porte  
Lawrence  
Madison  
Marion  
Marshall  
Martin  
Miami  
Monroe  
Montgomery  
MorganNewton  
Noble  
Ohio  
Orange  
Owen  
Parke  
Perry  
Pike  
Porter  
Posey  
Pulaski  
Putnam  
Randolph  
Ripley  
Rush  
St. Joseph  
Scott  
Shelby  
SpencerStarke  
Steuben  
Sullivan  
Switzerland  
Tippecanoe  
Tipton  
Union  
Vanderburgh  
Vermillion  
Vigo  
Wabash  
Warren  
Warrick  
Washington  
Wayne  
Wells  
White  
Whitley**IOWA**Adair  
Adams  
Allamakee  
Appanoose  
Audubon  
Benton  
Black Hawk  
Boone  
Bremer  
Buchanan  
Buena Vista  
Butler  
Calhoun  
Carroll  
Cass  
Cedar  
Cerro Gordo  
Cherokee  
ChickasawClarke  
Clay  
Clayton  
Clinton  
Crawford  
Dallas  
Davis  
Decatur  
Delaware  
Des Moines  
Dickinson  
Dubuque  
Emmet  
Fayette  
Floyd  
Franklin  
Fremont  
Greene  
Grundy  
GuthrieHamilton  
Hancock  
Hardin  
Harrison  
Henry  
Howard  
Humboldt  
Ida  
Iowa  
Jackson  
Jasper  
Jefferson  
Johnson  
Jones  
Keokuk  
Kossuth  
Lee  
Linn  
Louisa  
LucasLyon  
Madison  
Mahaska  
Marion  
Marshall  
Mills  
Mitchell  
Monona  
Monroe  
Montgomery  
Muscatine  
O'Brien  
Osceola  
Page  
Palo Alto  
Plymouth  
Pocahontas  
Polk  
Pottawattamie  
PoweshiekRinggold  
Sac  
Scott  
Shelby  
Sioux  
Story  
Tama  
Taylor  
Union  
Van Buren  
Wapello  
Warren  
Washington  
Wayne  
Webster  
Winnebago  
Winnesiek  
Woodbury  
Worth  
Wright**KANSAS**Allen  
Anderson  
Atchison  
Barber  
Barton  
Bourbon  
Brown  
Butler  
Chase  
Chautauqua  
CherokeeCheyenne  
Clark  
Clay  
Cloud  
Coffey  
Comanche  
Cowley  
Crawford  
Decatur  
Dickinson  
Doniphan  
Douglas  
EdwardsElk  
Ellis  
Ellsworth  
Finney  
Ford  
Franklin  
Geary  
Gove  
Graham  
Grant  
Gray  
Greeley  
GreenwoodHamilton  
Harper  
Harvey  
Haskell  
Hodgeman  
Jackson  
Jefferson  
Jewell  
Johnson  
Kearny  
Kingman  
Kiowa  
LabetteLane  
Leavenworth  
Lincoln  
Linn  
Logan  
Lyon  
McPherson  
Marion  
Marshall  
Meade  
Miami  
Mitchell  
Montgomery

## KANSAS—Continued

Morris	Pawnee	Rooks	Sheridan	Trego
Morton	Phillips	Rush	Sherman	Wabauensee
Nemaha	Pottawatomie	Russell	Smith	Wallace
Neosho	Pratt	Saline	Stafford	Washington
Ness	Rawlins	Scott	Stanton	Wichita
Norton	Reno	Sedgwick	Stevens	Wilson
Osage	Republic	Seward	Sumner	Woodson
Osborne	Rice	Shawnee	Thomas	Wyandotta
Ottawa	Riley			

## KENTUCKY

Adair	Christian	Harrison	McCracken	Perry
Allen	Clark	Hart	McCreary	Pike
Anderson	Clay	Henderson	McLean	Powell
Ballard	Clinton	Henry	Madison	Pulaski
Barren	Crittenden	Hickman	Magoffin	Robertson
Bath	Cumberland	Hopkins	Marion	Rockcastle
Bell	Daviess	Jackson	Marshall	Rowan
Boone	Edmonson	Jefferson	Martin	Russell
Bourbon	Elliott	Jessamine	Mason	Scott
Boyd	Estill	Johnson	Meade	Shelby
Boyle	Fayette	Kenton	Menifee	Simpson
Bracken	Fleming	Knott	Mercer	Spencer
Breathitt	Floyd	Knox	Metcalf	Taylor
Breckinridge	Franklin	Larue	Monroe	Todd
Bullitt	Fulton	Laurel	Montgomery	Trigg
Butler	Gallatin	Lawrence	Morgan	Trimble
Caldwell	Garrard	Lee	Muhlenberg	Union
Calloway	Grant	Leslie	Nelson	Warren
Campbell	Graves	Letcher	Nicholas	Washington
Carlisle	Grayson	Lewis	Ohio	Wayne
Carroll	Green	Lincoln	Oldham	Webster
Carter	Greenup	Livingston	Owen	Whitley
Casey	Hancock	Logan	Owsley	Wolfe
	Hardin	Lyon	Pendleton	Woodford
	Harlan			

LOUISIANA  
(Parishes)

Acadia	Cameron	Jefferson	Pointe Coupee	St. Tammany
Allen	Catahoula	Jefferson Davis	Rapides	Tangipahoa
Ascension	Claiborne	Lafayette	Red River	Tensas
Assumption	Concordia	Lafourche	Richland	Terrebonne
Avozelles	De Soto	La Salle	Sabine	Union
Beauregard	East Baton Rouge	Lincoln	St. Bernard	Vermilion
Bienvenue	East Carroll	Livingston	St. Charles	Vernon
Bossier	East Feliciana	Madison	St. Helena	Washington
Caddo	Evangeline	Morehouse	St. James	Webster
Calcasieu	Franklin	Natchitoches	St. John the Baptist	West Baton Rouge
Caldwell	Grant	Orleans	St. Landry	West Carroll
	Iberia	Ouachita	St. Martin	West Feliciana
	Iberville	Plaquemines	St. Mary	Winn
	Jackson			

## MAINE

Androscoggin	Cumberland	Knox	Piscataquis	Waldo
Aroostook	Franklin	Lincoln	Sagadahoc	Washington
	Hancock	Oxford	Somerset	York
	Kennebec	Penobscot		

## MARYLAND

Allegany	Calvert	Dorchester	Kent	Somerset
Anne Arundel	Caroline	Frederick	Montgomery	Talbot
Baltimore	Carroll	Garrett	Prince Georges	Washington
	Cecil	Harford	Queen Annes	Wicomico
	Charles	Howard	St. Marys	Worcester

MASSACHU-  
SETTS

Barnstable	Berkshire	Franklin	Middlesex	Plymouth
	Bristol	Hampden	Nantucket	Suffolk
	Dukes	Hampshire	Norfolk	Worcester
	Essex			

## MICHIGAN

Alcona	Cheboygan	Ingham	Macomb	Osceola
Alger	Chippewa	Ionia	Manistee	Oscoda
Allegan	Clare	Iosco	Marquette	Otsego
Alpena	Clinton	Iron	Mason	Ottawa
Antrim	Crawford	Isabella	Mecosta	Presque Isle
Arenac	Delta	Jackson	Menominee	Roscommon
Baraga	Dickinson	Kalamazoo	Midland	Saginaw
Barry	Eaton	Kalkaska	Missaukee	St. Clair
Bay	Emmet	Kent	Monroe	St. Joseph
Benzie	Genesee	Keweenaw	Montcalm	Sanilac
Berrien	Gladwin	Lake	Montmorency	Schoolcraft
Branch	Gogebie	Lapeer	Muskegon	Shiawassee
Calhoun	Grand Traverse	Leelanau	Newaygo	Tuscola
Cass	Gratiot	Lenawee	Oakland	Van Buren
Charlevoix	Hillsdale	Livingston	Oceana	Washtenaw
	Houghton	Luce	Ogemaw	Wayne
	Huron	Mackinac	Ontonagon	Wexford

**MINNESOTA**

Aitkin  
Anoka  
Becker  
Beltrami  
Benton  
Big Stone  
Blue Earth  
Brown  
Carlton  
Carver  
Cass  
Chippewa  
Chisago  
Clay  
Clearwater  
Cook

Cottonwood  
Crow Wing  
Dakota  
Dodge  
Douglas  
Faribault  
Fillmore  
Freeborn  
Goodhue  
Grant  
Hennepin  
Houston  
Hubbard  
Isanti  
Itasca  
Jackson  
Kanabec  
Kandiyohi

Kittson  
Koochiching  
Lac qui Parle  
Lake  
Lake of the Woods  
Le Sueur  
Lincoln  
Lyon  
McLeod  
Mahnommen  
Marshall  
Martin  
Meeker  
Mille Lacs  
Morrison  
Mower  
Murray  
Nicollet

Nobles  
Norman  
Olmsted  
Otter Tail  
Pennington  
Pine  
Pipestone  
Polk  
Pope  
Ramsey  
Red Lake  
Redwood  
Renville  
Rice  
Rock  
Roseau  
St. Louis  
Scott

Sherburne  
Sibley  
Stearns  
Steele  
Stevens  
Swift  
Todd  
Traverse  
Wabasha  
Wadena  
Waseca  
Washington  
Watsonwan  
Wilkin  
Winona  
Wright  
Yellow Medicine

**MISSISSIPPI**

Adams  
Alcorn  
Amite  
Attala  
Benton  
Bolivar  
Calhoun  
Carroll  
Chickasaw  
Choctaw  
Claiborne  
Clarke  
Clay  
Coahoma  
Copiah

Covington  
De Soto  
Forrest  
Franklin  
George  
Greene  
Grenada  
Hancock  
Harrison  
Hinds  
Holmes  
Humphreys  
Issaquena  
Itawamba  
Jackson  
Jasper  
Jefferson

Jefferson Davis  
Jones  
Kemper  
Lafayette  
Lamar  
Lauderdale  
Lawrence  
Leake  
Lee  
Leflore  
Lincoln  
Lowndes  
Madison  
Marion  
Marshall  
Monroe  
Montgomery

Neshoba  
Newton  
Noxubee  
Oktibbeha  
Panola  
Pearl River  
Perry  
Pike  
Pontotoc  
Prentiss  
Quitman  
Rankin  
Scott  
Sharkey  
Simpson  
Smith  
Stone

Sunflower  
Tallahatchie  
Tate  
Tippah  
Tishomingo  
Tunica  
Union  
Walthall  
Warren  
Washington  
Wayne  
Webster  
Wilkinson  
Winston  
Yalobusha  
Yazoo

**MISSOURI**

Adair  
Andrew  
Atchison  
Audrain  
Barry  
Barton  
Bates  
Benton  
Bollinger  
Boone  
Buchanan  
Butler  
Caldwell  
Callaway  
Camden  
Cape Girardeau  
Carroll  
Carter  
Cass  
Cedar  
Chariton  
Christian

Clark  
Clay  
Clinton  
Cole  
Cooper  
Crawford  
Dade  
Dallas  
Davies  
De Kalb  
Dent  
Douglas  
Dunklin  
Franklin  
Gasconade  
Gentry  
Greene  
Grundy  
Harrison  
Henry  
Hickory  
Holt  
Howard  
Howell

Iron  
Jackson  
Jasper  
Jefferson  
Johnson  
Knox  
Laclede  
Lafayette  
Lawrence  
Lewis  
Lincoln  
Linn  
Livingston  
McDonald  
Macon  
Madison  
Maries  
Marion  
Mercer  
Miller  
Mississippi  
Moniteau  
Monroe

Montgomery  
Morgan  
New Madrid  
Newton  
Nodaway  
Oregon  
Osage  
Ozark  
Pemiscot  
Perry  
Pettis  
Phelps  
Pike  
Platte  
Polk  
Pulaski  
Putnam  
Ralls  
Randolph  
Ray  
Reynolds  
Ripley  
St. Charles

St. Clair  
St. Francois  
Ste. Genevieve  
St. Louis  
St. Louis City  
Saline  
Schuyler  
Scotland  
Scott  
Shannon  
Shelby  
Stoddard  
Stone  
Sullivan  
Taney  
Texas  
Vernon  
Warren  
Washington  
Wayne  
Webster  
Worth  
Wright

**MONTANA**

Beaverhead  
Big Horn  
Blaine  
Broadwater  
Carbon  
Carter  
Cascade  
Chouteau  
Custer  
Daniels

Dawson  
Deer Lodge  
Fallon  
Fergus  
Flathead  
Gallatin  
Garfield  
Glacier  
Golden Valley  
Granite  
Hill  
Jefferson

Judith Basin  
Lake  
Lewis and Clark  
Liberty  
Lincoln  
McCone  
Madison  
Meagher  
Mineral  
Missoula  
Musselshell  
Park

Petroleum  
Phillips  
Pondera  
Powder River  
Powell  
Prairie  
Ravalli  
Richland  
Roosevelt  
Rosebud  
Sanders

Sheridan  
Silver Bow  
Stillwater  
Sweet Grass  
Teton  
Toole  
Treasure  
Valley  
Wheatland  
Wibaux  
Yellowstone

**NEBRASKA**

Adams  
Antelope  
Arthur  
Banner  
Blaine  
Boone  
Box Butte  
Boyd  
Brown  
Buffalo  
Burt  
Butler  
Cass

Cedar  
Chase  
Cherry  
Cheyenne  
Clay  
Colfax  
Cuming  
Custer  
Dakota  
Dawson  
Deuel  
Dixon  
Dodge  
Douglas

Dundy  
Fillmore  
Franklin  
Frontier  
Furnas  
Gage  
Garden  
Garfield  
Gosper  
Grant  
Greeley  
Hall  
Hamilton  
Harlan  
Hayes

Hitchcock  
Holt  
Hooker  
Howard  
Jefferson  
Johnson  
Kearney  
Kelth  
Keya Paha  
Kimball  
Knox  
Lancaster  
Lincoln  
Logan  
Loup

McPherson  
Madison  
Merrick  
Morrill  
Nance  
Nemaha  
Nuckolls  
Otoe  
Pawnee  
Perkins  
Phelps  
Pierce  
Platte  
Folk  
Red Willow



**NEBRASKA—Continued**

Richardson Rock Saline Sarpy	Saunders Scotts Bluff Seward Sheridan	Sherman Sioux Stanton Thayer	Thomas Thurston Valley Washington	Wayne Webster Wheeler York
<b>NEVADA</b>	Douglas Elko Esmeralda Eureka	Humboldt Lander Lincoln Lyon	Mineral Nye Ormsby Pershing	Storey Washoe White Pine
Churchill Clark				
<b>NEW HAMPSHIRE</b>	Belknap Carroll Cheshire	Coos Grafton Hillsboro	Merrimack Rockingham	Strafford Sullivan
<b>NEW JERSEY</b>	Camden Cape May Cumberland Essex Gloucester	Hudson Hunterdon Mercer Middlesex Monmouth	Morris Ocean Passaic Salem	Somerset Sussex Union Warren
<b>NEW MEXICO</b>	De Baca Dona Ana Eddy Grant Guadalupe Harding Hidalgo	Lea Lincoln Los Alamos Luna McKinley Mora Otero	Quay Rio Arriba Roosevelt Sandoval San Juan San Miguel Santa Fe	Sierra Socorro Taos Torrance Union Valencia
Bernalillo Catron Chaves Colfax Curry				
<b>NEW YORK</b>	Cortland Delaware Livingston Dutchess Erie Essex Franklin Fulton Genesee Greene Hamilton Herkimer Jefferson Kings	Lewis Livingston Madison Monroe Montgomery Nassau New York Niagara Oneida Onondaga Ontario Orange Orleans	Oswego Otsego Putnam Queens Rensselaer Richmond Rockland St. Lawrence Saratoga Schenectady Schoharie Schuyler Seneca	Steuben Suffolk Sullivan Tioga Tompkins Ulster Warren Washington Wayne Westchester Wyoming Yates
Albany Alegany Bronx Broome Cattaraugus Cayuga Chautauqua Chemung Chenango Clinton Columbia				
<b>NORTH CAROLINA</b>	Chatham Cherokee Chowan Clay Cleveland Columbus Craven Cumberland Currituck Dare Davidson Davie Duplin Durham Edgecombe Forsyth Franklin Gaston Gates Graham Granville	Greene Guilford Halifax Harnett Haywood Henderson Hertford Hoke Hyde Iredell Jackson Johnston Jones Lee Lenoir Lincoln McDowell Macon Madison Martin Mecklenburg	Mitchell Montgomery Moore Nash New Hanover Northampton Onslow Orange Famlico Fasquotank Fender Perquimans Person Pitt Polk Randolph Richmond Robeson Rockingham Rowan	Rutherford Sampson Scotland Stanly Stokes Surry Swain Transylvania Tyrrell Union Vance Wake Warren Washington Watauga Wayne Wilkes Wilson Yadkin Yancey
Alamance Alexander Alleghany Anson Ashe Avery Beaufort Bertie Bladen Brunswick Buncombe Burke Cabarrus Caldwell Camden Carteret Caswell Catawba				
<b>NORTH DAKOTA</b>	Cavalier Dickey Divide Dunn Eddy Emmons Foster Golden Valley Grand Forks Grant Griggs	Hettinger Kidder La Moure Logan McHenry McIntosh McKenzie McLean Mercer Morton Mountrail	Nelson Oliver Pembina Pierce Ramsey Ransom Renville Richland Rolette Sargent Sheridan	Sioux Slope Stark Steele Stutsman Towner Traill Walsh Ward Wells Williams
Adams Barnes Benson Billings Bottineau Bowman Burke Burleigh Cass				
<b>OHIO</b>	Carroll Champaign Clark Clermont Clinton Columbiana Coshocton Crawford Cuyahoga Darke Defiance	Delaware Erie Fairfield Fayette Franklin Fulton Gallia Geauga Greene Guernsey Hamilton	Hancock Hardin Harrison Henry Highland Hocking Holmes Huron Jackson Jefferson Knox	Lake Lawrence Licking Logan Lorain Lucas Madison Mahoning Marion Medina Meigs
Adams Allen Ashland Ashtabula Athens Auglaize Belmont Brown Butler				



**OHIO—Continued**

Mercer	Noble	Preble	Shelby	Vinton
Miami	Ottawa	Putnam	Stark	Warren
Monroe	Paulding	Richland	Summit	Washington
Montgomery	Perry	Ross	Trumbull	Wayne
Morgan	Pickaway	Tusandusky	Tuscarawas	Williams
Morrow	Pike	Scioto	Union	Wood
Muskingum	Portage	Seneca	Van Wert	Wyandot

**OKLAHOMA**

Adair	Coal	Haskell	Major	Pottawatomie
Alfalfa	Comanche	Hughes	Marshall	Pushmataha
Atoka	Cotton	Jackson	Mayes	Roger Mills
Beaver	Craig	Jefferson	Murray	Rogers
Beckham	Creek	Johnston	Muskogee	Seminole
Blaine	Custer	Kay	Noble	Sequoyah
Bryan	Delaware	Kingfisher	Nowata	Stephens
Caddo	Dewey	Kiowa	Okfuskee	Texas
Canadian	Ellis	Latimer	Oklahoma	Tillman
Carter	Garfield	Le Flore	Okmulgee	Tulsa
Cherokee	Garvin	Lincoln	Osage	Wagoner
Choctaw	Grady	Logan	Ottawa	Washington
Cimarron	Grant	Love	Pawnee	Washita
Cleveland	Greer	McClain	Payne	Woods
	Harmon	McCurtaim	Pittsburg	Woodward
	Harper	McIntosh	Pontotoc	

**OREGON**

Baker	Crook	Jackson	Malheur	Umatilla
Benton	Curry	Jefferson	Marion	Union
Clackamas	Deschutes	Josephine	Morrow	Wallowa
Clatsop	Douglas	Klamath	Multnomah	Wasco
Columbia	Gilliam	Lake	Polk	Washington
Coos	Grant	Lane	Sherman	Wheeler
	Harney	Lincoln	Tillamook	Yamhill
	Hood River	Linn		

**PENNSYLVANIA**

Adams	Carbon	Forest	Lycoming	Snyder
Allegheny	Centre	Franklin	McKean	Somerset
Armstrong	Chester	Fulton	Mercer	Sullivan
Beaver	Clarion	Greene	Mifflin	Susquehanna
Bedford	Clearfield	Huntingdon	Monroe	Tioga
Berks	Clinton	Indiana	Montgomery	Union
Blair	Columbia	Jefferson	Montour	Vanango
Bradford	Crawford	Junata	Northampton	Warren
Bucks	Cumberland	Lackawanna	Northumberland	Washington
Butler	Dauphin	Lancaster	Perry	Wayne
Cambria	Delaware	Lawrence	Philadelphia	Westmoreland
Cameron	Elk	Lebanon	Pike	Wyoming
	Erie	Lehigh	Potter	York
	Fayette	Luzerne	Schuykill	

**PUERTO RICO  
(Districts)**

Aguadilla	Guayama	Mayaguez	San Juan
Arecibo	Humacao	Ponce	

**RHODE ISLAND**

Bristol	Newport	Providence	Washington
Kent			

**SAMOA**

Tutuila Island

**SOUTH  
CAROLINA**

Abbeville	Berkeley	Dorchester	Kershaw	Orangeburg
Aiken	Calhoun	Edgefield	Lancaster	Pickens
Allendale	Charleston	Fairfield	Laurens	Richland
Anderson	Cherokee	Florence	Lee	Saluda
Bamberg	Chester	Georgetown	Lexington	Spartanburg
Barnwell	Chesterfield	Greenville	McCormick	Sumter
Beaufort	Clarendon	Greenwood	Marion	Union
	Colleton	Hampton	Marlboro	Williamsburg
	Darlington	Horry	Newberry	York
	Dillon	Jasper	Oconee	

**SOUTH  
DAKOTA**

Armstrong	Clark	Gregory	Lawrence	Roberts
Aurora	Clay	Haakon	Lincoln	Sanborn
Beadle	Codington	Hamlin	Lyman	Shannon
Bennett	Corson	Hand	McCook	Spink
Bon Homme	Custer	Hanson	McPherson	Stanley
Brookings	Davison	Harding	Marshall	Sully
Brown	Day	Hughes	Meade	Todd
Brule	Deuel	Hutchinson	Mellette	Tripp
Buffalo	Dewey	Hyde	Miner	Turner
Butte	Douglas	Jackson	Minnehaha	Union
Campbell	Edmunds	Jerauld	Moody	Walworth
Charles Mix	Fall River	Jones	Pennington	Washabough
	Faulk	Kingsbury	Perkins	Yankton
	Grant	Lake	Potter	Ziebach

**TENNESSEE**

Anderson  
Bedford  
Benton  
Bledsoe  
Blount  
Bradley  
Campbell  
Cannon  
Carroll  
Carter  
Cheatham  
Chester  
Claiborne  
Clay  
Cocke  
Coffee  
Crockett  
Cumberland

Davidson  
Decatur  
De Kalb  
Dickson  
Dyer  
Fayette  
Fentress  
Franklin  
Gibson  
Giles  
Grainger  
Greene  
Grundy  
Hamblen  
Hamilton  
Hancock  
Hardeman  
Hardin  
Hawkins  
Haywood

Henderson  
Henry  
Hickman  
Houston  
Humphreys  
Jackson  
Jefferson  
Johnson  
Knox  
Lake  
Lauderdale  
Lawrence  
Lewis  
Lincoln  
Loudon  
McMinn  
McNairy  
Macon  
Madison

Marion  
Marshall  
Maurry  
Meigs  
Monroe  
Montgomery  
Moore  
Morgan  
Obion  
Overton  
Perry  
Pickett  
Polk  
Putnam  
Rhea  
Roane  
Robertson  
Rutherford  
Scott

Sequatchie  
Sevier  
Shelby  
Smith  
Stewart  
Sullivan  
Sumner  
Tipton  
Trousdale  
Unicoi  
Union  
Van Buren  
Warren  
Washington  
Wayne  
Weakley  
White  
Williamson  
Wilson

**TEXAS**

Anderson  
Andrews  
Angelina  
Aransas  
Archer  
Armstrong  
Atascosa  
Austin  
Bailey  
Bandera  
Bastrop  
Baylor  
Bee  
Bell  
Bexar  
Blanco  
Borden  
Bosque  
Bowie  
Brazoria  
Brazos  
Brewster  
Briscoe  
Brooks  
Brown  
Burleson  
Burnet  
Caldwell  
Calhoun  
Callahan  
Cameron  
Camp  
Carson  
Cass  
Castro  
Chambers  
Cherokee  
Childress  
Clay  
Cochran  
Coke  
Coleman  
Collin  
Collingsworth  
Colorado  
Comal  
Comanche  
Concho  
Cooke  
Coryell

Cottle  
Crane  
Crockett  
Crosby  
Cuberson  
Dallam  
Dallas  
Dawson  
Deaf Smith  
Delta  
Denton  
De Witt  
Dickens  
Dimmit  
Donley  
Duval  
Eastland  
Ector  
Edwards  
Ellis  
El Paso  
Erath  
Falls  
Fannin  
Fayette  
Fisher  
Floyd  
Foard  
Fort Bend  
Franklin  
Freestone  
Frio  
Gaines  
Galveston  
Garza  
Goliad  
Gonzales  
Gray  
Grayson  
Gregg  
Grimes  
Guadalupe  
Hale  
Hall  
Hamilton  
Hansford  
Hardeman  
Hardin  
Harris

Harrison  
Hartley  
Haskell  
Hays  
Hemphill  
Henderson  
Hidalgo  
Hill  
Hockley  
Hood  
Hopkins  
Houston  
Howard  
Hudspeth  
Hunt  
Hutchinson  
Irion  
Jack  
Jackson  
Jasper  
Jeff Davis  
Jefferson  
Jim Hogg  
Jim Wells  
Johnson  
Jones  
Karnes  
Kaufman  
Kendall  
Kenedy  
Kent  
Kerr  
Kimble  
King  
Kinney  
Kleberg  
Knox  
Lamar  
Lamb  
Lampasas  
Gray  
La Salle  
Lavaca  
Lee  
Leon  
Liberty  
Limestone  
Lipscomb  
Live Oak  
Llano  
Loving  
Lubbock

Lynn  
McCulloch  
McLennan  
McMullen  
Madison  
Marion  
Martin  
Mason  
Matagorda  
Maverick  
Medina  
Menard  
Midland  
Milam  
Mills  
Mitchell  
Montague  
Montgomery  
Moore  
Morris  
Motley  
Nacogdoches  
Navarro  
Newton  
Nolan  
Nueces  
Ochiltree  
Oldham  
Orange  
Palo Pinto  
Panola  
Parker  
Parmer  
Pecos  
Polk  
Potter  
Presidio  
Rains  
Randall  
Reagan  
Real  
Red River  
Reeves  
Refugio  
Roberts  
Robertson  
Rockwall  
Runnels  
Rusk  
Sabine  
San Augustine

San Jacinto  
San Patricio  
San Saba  
Schleicher  
Scurry  
Shackelford  
Shelby  
Sherman  
Smith  
Somervell  
Starr  
Stephens  
Sterling  
Stonewall  
Sutton  
Swisher  
Tarrant  
Taylor  
Terrell  
Terry  
Throckmorton  
Titus  
Tom Green  
Travis  
Trinity  
Tyler  
Upshur  
Upton  
Uvalde  
Val Verde  
Van Zandt  
Victoria  
Walker  
Waller  
Ward  
Washington  
Webb  
Wharton  
Wheeler  
Wichita  
Wilbarger  
Willacy  
Williamson  
Wilson  
Winkler  
Wise  
Wood  
Yoakum  
Young  
Zapata  
Zavala

**UTAH**

Beaver  
Box Elder  
Cache  
Carbon  
Daggett

Davis  
Duchesne  
Emery  
Garfield  
Grand  
Iron

Juab  
Kane  
Millard  
Morgan  
Piute  
Rich

Salt Lake  
San Juan  
Sanpete  
Sevier  
Summit  
Tooele

Uintah  
Utah  
Wasatch  
Washington  
Wayne  
Weber

**VERMONT**

Addison  
Bennington

**VIRGINIA**

Accomack  
Albemarle  
Alleghany  
Amelia  
Amherst  
Appomattox  
Arlington  
Augusta  
Bath  
Bedford  
Bland  
Botetourt  
Brunswick  
Buchanan  
Buckingham  
Campbell  
Caroline  
Carroll  
Charles City

Caledonia  
Chittenden  
Essex

Charlotte  
Chesterfield  
Clarke  
Craig  
Culpeper  
Cumberland  
Dickenson  
Dinwiddie  
Elizabeth City  
Essex  
Fairfax  
Fauquier  
Floyd  
Fluvanna  
Franklin  
Frederick  
Giles  
Gloucester  
Goochland  
Grayson  
Greene

Franklin  
Grand Isle  
Lamoille

Greensville  
Halifax  
Hanover  
Henrico  
Henry  
Highland  
Isle of Wight  
James City  
King and Queen  
King George  
King William  
Lancaster  
Lee  
Loudoun  
Louisa  
Lunenburg  
Madison  
Mathews  
Mecklenburg  
Middlesex

Orange  
Orleans  
Randland

Montgomery  
Nansemond  
Nelson  
New Kent  
Norfolk  
Northampton  
Northumberland  
Nottoway  
Orange  
Page  
Patrick  
Pittsylvania  
Powhatan  
Prince Edward  
Prince George  
Prince William  
Princess Anne  
Pulaski  
Rappahannock  
Richmond

Washington  
Windham  
Windsor

Roanoke  
Rockbridge  
Rockingham  
Russell  
Scott  
Shenandoah  
Smyth  
Southampton  
Spotsylvania  
Stafford  
Surrey  
Sussex  
Tazewell  
Warren  
Warwick  
Washington  
Westmoreland  
Wise  
Wythe  
York

**VIRGIN ISLANDS**  
(Municipalities)

St. Croix

St. Thomas and  
St. John

**WASHINGTON**

Adams  
Asotin  
Benton  
Chelan  
Clallam  
Clark  
Columbia

Cowlitz  
Douglas  
Ferry  
Franklin  
Garfield  
Grant  
Grays Harbor  
Island  
Jefferson

King  
Kitsap  
Kittitas  
 Klickitat  
Lewis  
Lincoln  
Mason  
Okanogan

Pacific  
Pend Oreille  
Pierce  
San Juan  
Skagit  
Skamania  
Snohomish  
Spokane

Stevens  
Thurston  
Wahkiakum  
Walla Walla  
Whatcom  
Whitman  
Yakima

**WEST VIRGINIA**

Barbour  
Berkeley  
Boone  
Braxton  
Brooke  
Cabell  
Calhoun  
Clay  
Doddridge  
Fayette

Gilmer  
Grant  
Greenbrier  
Hampshire  
 Hancock  
Hardy  
Harrison  
Jackson  
Jefferson  
Kanawha  
Lewis  
Lincoln

Logan  
McDowell  
Marion  
Marshall  
Mason  
Mercer  
Mineral  
Mingo  
Monongalia  
Monroe  
Morgan

Nicholas  
Ohio  
Pendleton  
Pleasants  
Pocahontas  
Preston  
Putnam  
Raleigh  
Randolph  
Ritchie  
Roane

Summers  
Taylor  
Tucker  
Tyler  
Upshur  
Wayne  
Webster  
Wetzel  
Wirt  
Wood  
Wyoming

**WISCONSIN**

Adams  
Ashland  
Barron  
Bayfield  
Brown  
Buffalo  
Burnett  
Calumet  
Chippewa  
Clark  
Columbia  
Crawford  
Dane

Dodge  
Door  
Douglas  
Dunn  
Eau Claire  
Florence  
Fond du Lac  
Forest  
Grant  
Green  
Green Lake  
Iowa  
Iron  
Jackson  
Jefferson

Juneau  
Kenosha  
Kewaunee  
La Crosse  
Lafayette  
Langlade  
Lincoln  
Manitowoc  
Marathon  
Marinette  
Marquette  
Menominee  
Milwaukee  
Monroe  
Oconto

Oneida  
Outagamie  
Ozaukee  
Pepin  
Pierce  
Polk  
Portage  
Price  
Racine  
Richland  
Rock  
Rusk  
St. Croix  
Sauk  
Sawyer

Shawano  
Sheboygan  
Taylor  
Trempealeau  
Vernon  
Vilas  
Walworth  
Washington  
Waukesha  
Waupaca  
Waushara  
Winnebago  
Wood

**WYOMING**

Albany  
Big Horn  
Campbell  
Carbon

Converse  
Crook  
Fremont  
Goshen  
Hot Springs  
Johnson

Laramie  
Lincoln  
Natrona  
Niobrara  
Park

Platte  
Sheridan  
Sublette  
Sweetwater  
Teton

Uinta  
Washakie  
Weston  
Yellowstone  
National Park

## NOTES



## I N D E X

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Numbers in parentheses refer to rules; *italic* indicates exact terminology; page numbers above 259 refer to Patents, Congressional, and Foreign Language chapters in unabridged *STYLE MANUAL* (for sale by the Superintendent of Documents; price, \$2.75).

For lists of capitalization, spelling, compounding, and abbreviations, see Guide to Capitalization, page 31; Spelling page 57; Guide to Compounding, page 78; Abbreviations, page 155.



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